

CHAPTER 5

SPECIAL ASSIGNMENTS AND CONSIDERATIONS

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5.0 ENSIGN "STASH" ASSIGNMENTS

1. Those newly commissioned officers temporarily assigned to an activity while awaiting initial entry level training where the period between commissioning and convening of initial entry level training (including authorization of appropriate advance leave) is greater than 60 days are assigned as ensign "stashes." Upon commissioning, regardless of source, officers will be assigned to appropriate entry level training. Exceptions to this policy may be granted by NPC division directors only if Training Command (TRACOM) facilities are unable to accommodate the officer as a student. In that case, the officer will be assigned temporarily to an activity whose mission is related to either the officer's specialty, recruiting, or training with Assignment Category Code (ACC) 108 or 150. It is imperative that newly commissioned surface warfare officers be assigned to the first available SWOS basic course. When course loading precludes timely assignment to SWOS basic, officers will normally be assigned temporary duty aboard an afloat command, preferably to their ultimate command. Stashing at shore based commands will not normally be approved.

2. The following procedures apply for "Ensign Stash" assignments:

a. Requests for an "Ensign Stash" will be directed to the placement officer for the activity making the request.

b. Placement officers will determine "Ensign Stash" availability and, when requests are made, will follow normal procedures in assigning those stashed within the guidelines of the policy stated above.

c. Ensigns stashed for a period longer than 120 days will be assigned for duty PCS.

5.1 NOMINATIVE BILLETS/NOMINATION OF OFFICERS

In general, it is the policy of NPC (PERS-4) to detail officers to commands without prior nomination to the recipient command or activity. Certain billets, however, do require formal or informal nominations.

1. Billets which require a formal nomination:

- a. All executive assistant billets
- b. All major program manager billets
- c. Special assistants to secretaries billets
- d. All aide billets
- e. All captain billets
- f. OSD, JCS, OSIA billets
- g. USNA battalion officer and deputy commandant billets
- h. White House billets
- i. Personnel Exchange Program billets

2. Billets which require an informal (written) nomination:

- a. Office of SECNAV billets
- b. Office of Legislative Affairs billets
- c. Office of Program Appraisal billets
- d. Recruiting command billets (recruiters only)

- e. NROTC billets
- f. Billets in: DIA, DCA, DNA, DSA, DMA, TRITAC, ADSA
- g. United States Naval Academy billets
- h. Naval War College, NDU, and other service college instructors
- i. U.S. Military/Advisory Group (MAAG) billets
- j. NPC

3. NATO staffs and joint staffs (not listed above) are not considered as requiring officer nominations; however, informal liaison with the command is recommended.

5.2 FLAG AIDE ASSIGNMENTS (MILPERSMAN 1300-030 refers)

Aides for flag officers are authorized only by the CNO and entitlement is reflected by billets in activity manning documents. The number of aides and their titles are determined concurrently with the establishment of each new flag officer billet. Flag lieutenant, flag secretary and chief of staff billets apply to billets on the staffs of flag officers in command afloat; executive assistant and aide billets apply to shore commands.

1. All aide billets are nominative. Aides will be assigned only when a flag officer is occupying the flag billet. Whenever a flag officer is double-hatted and both positions call for an aide, only one aide will be assigned.

2. There are three types of aide billets coordinated through NPC (PERS-44A): flag lieutenant, flag secretary and aide. Chief of staff and executive assistant billets are coordinated by the cognizant placement officer. NPC (PERS-4) reviews all nominations for executive assistant positions and military assistant positions to high level civilian executives. Nominations for executive assistant to three and four star flag officers outside the Washington, D.C. area, will be handled by appropriate message.

3. The wearing of aiguillettes is authorized for Naval Officer Billet Codes 9015, 9021, 9082, 9930 and 9935.

4. The tour lengths for all commander and junior aides ashore and afloat is two years, with the exception of the one year unaccompanied tour with COMIDEASTFOR.

5. Aides assigned to flag officers of the Restricted Line or Staff Corps will be of the same designator as the flag officer. Designators for URL aides are in accordance with activity manning documents.

5.3 CAPTAIN ASSIGNMENTS

All O-6 billets that require formal multi-name nomination packets forwarded to the receiving command by CNP will include qualified minority officers. Any package not including minority officers will list those minority officers considered with reasons for exclusion in the accompanying memorandum. For other high visibility billets that require nomination but do not require forwarding by CNP, NPC division directors will ensure that qualified minority officers are considered. To standardize captain nominations for outside Navy activities, the format in Figure 5-1 will be utilized. The nominations are drafted in the smooth by the applicable detailer and forwarded for signature to the division director having placement cognizance for the recipient of the nomination.

5.4 CONVERTED TO MILPERSMAN 1300-600

5.5 NON-NAVY AGENCY ASSIGNMENTS

1. OPNAVINST 1320.4 (series) requires that officers ordered to certain billets in the Office of the Secretary of Defense (OSD), Joint Chief of Staff (JCS), Defense Communications Agency (DCA), the State Department, and on the National Security Council staff be assigned TEMDU in the Office of the Chief of Naval Operations (OPNAV) to allow for briefings on current issues which will be of importance to them during their assignments. Accordingly, NPC (PERS-441 and PERS-443) will ensure that officers ordered to billets in these activities are assigned TEMDU in OPNAV for the period specified in OPNAVINST 1320.4 (series). Exceptions to this policy will be determined on a case basis dependent upon the timing of the situation and the individual officer's background and qualifications.

2. By law, JCS tours may not exceed three years. Normally, JCS interprets this such that three year tours (except in the National Military Command Center (NMCC)) are expected. In some instances, NPC will split tour officers between OPNAV and JCS for two 2-year tours, when agreeable to JCS.

3. All Navy billets in the On-Site Inspection Agency (OSIA) require formal nomination. The UICs affected are: 47525, 47471, 47472 and 47606. Nomination packages will be provided to OSIA, Administration/Personnel Office (DSC), Washington, D.C. 20041-0498, 120 days prior to the proposed reporting date. Qualification records of individuals being assigned without prior nomination will be provided at the time the assignment is made. OSIA can be reached at commercial (703) 742-4364 or 1-800-283-2189.

5.6 UNITED STATES NAVAL ACADEMY (USNA) ASSIGNMENTS

Officers with poor potential will not be assigned to the USNA. Subspecialty requirements for faculty positions will take precedence over all other billet requirements (e.g., warfare specialty), except validated PhD and acquisition billets. At least 70 percent of all 1000 coded billets will be filled by officers possessing a warfare specialty. This results in overall 85% warfare specialists assigned to USNA.

1. All captain and battalion officer (commander) billets at USNA are nominative, with candidates subject to a personal interview by USNA prior to issuance of PCS orders. In order to ensure a flexible interview schedule which does not deny outstanding officers their opportunity for USNA assignment by virtue of inaccessibility for the interview, the following schedule is generally followed:

a. Seven months prior to anticipated detachment of incumbent: USNA provides specific requirements for relief, including any special qualifications/qualities desired.

b. Five months prior to detachment: PERS-444 provides USNA with nominee. In the same time frame, a relief for the nominee is identified.

c. Next two months: USNA conducts personal interview. The appropriate assignment officer assists in liaison; USNA determines location and time of the interview and provides funds for any travel/per diem required. During this period, the nominee's immediate senior may be contacted by USNA for the purpose of ascertaining the suitability of the candidate's family for assignment to the Academy. If nominee is unacceptable, NPC (PERS-444) makes another nomination and the procedure is repeated.

d. Three months prior to detachment of incumbent: USNA advises NPC (PERS-444) of acceptance of the candidate and orders are written.

e. Exceptions to these policies will be approved by NPC (PERS-44).

2. Fifteen of the 30 company officer billets will be filled with lieutenant commanders regardless of billet grade requirements. NPC placement (PERS-444) in conjunction with the Officer Allocation Branch (PERS-452) will ensure that billet postings are modified to reflect which fills are to be lieutenant commanders. Lieutenant billets will normally be filled with officers with four to seven years successful commissioned service except in unique circumstances (e.g., a minority officer assignment or nuclear power trained officers). Exceptions to this policy will be made on a case basis and must be approved by NPC (PERS-4) prior to nomination to the Naval Academy.

3. PRDs for officers assigned duty at USNA should, with very few exceptions, fall during semester breaks. Orders to USNA will be written with PRDs of December or June, including those with an arrival date other than these months. Exceptions to a December or June PRD are authorized only in the case of retirements, resignations, officers slated to commanding officer/executive officer billets, and as otherwise approved by NPC (PERS-44).

4. If an officer fails of selection while assigned to USNA, he/she will normally be allowed to remain until tour completion. Requests for extensions of such officers will not normally be approved.

5.7 WHITE HOUSE OR WHITE HOUSE SUPPORT ACTIVITY ASSIGNMENTS

1. Assignment of officers to positions in the White House or to activities which directly support the White House and Naval Support Facility Thurmont (Camp David) are governed by the following policies:

a. Must be volunteer.

b. Require complete and updated Special Background Investigation (SBI). A special White House sponsored investigation will be conducted for those officers who will have access to the President. In the event a situation or requirement arises where the Secretary of Defense must waive the requirement for completion of the SBI prior to assignment, the Administrative Aide to SECNAV will be informed, who will inform the Military Assistant to the Executive Secretary of the Department of Defense. Upon notification, the latter will review existing files and records and establish necessary liaison with the White House to obtain a decision on the waiver of the SBI. A waiver will not be requested/approved except under the most unusual circumstances.

c. Must have superior record and service reputation.

d. Must be interviewed. CNO memo for DCNOs and DMSOs Ser 09/7U300732 requires that all officers ordered for duty at the White House, either for permanent or TAD assignment, will have their nominations forwarded to the Vice Chief of Naval Operations (VCNO) for approval prior to the assignment. Officers attached to Naval Support Facility Thurmont or Naval Facilities Engineering Command (Chesapeake Division) are selected by NPC and nominated via the chain of command to the Executive Secretary of the Department of Defense. Officers assigned to the Office of the Physician to the President are nominated in the same fashion. All officers proposed for the White House or White House support activities must be cleared by the White House Military Office prior to orders being written. This article applies to the following

activities:

<u>UIC</u>	<u>Activity</u>
30117	Executive Office of the President
41991	White House Medical Unit
47689	White House Military Office
0417A	CO, Naval Support Facility Thurmont, MD (Camp David)
65475	White House Communications Agency
00025	Naval Facilities Engineering Command (Chesapeake Division)

2. Assignments to these UICs are not to exceed authorized billet limits.

3. Officer Nominations and Interviews. The following guidance and procedures are provided to guarantee continued future assignment of only the highest quality personnel to subject billets:

a. Single name nominations are acceptable unless directed otherwise.

b. Officers with War College or joint duty experience are preferred for all billets where feasible.

c. Officers in the rank of commander or above should have completed a command tour.

d. Nomination packages should be prepared for signature by the senior interviewer.

e. Nominees will be interviewed by the indicated flag officer, or his/her designee:

<u>NOMINEE</u>	<u>INTERVIEWER</u>
*O-4	CNPC
*O-5	CNPC and CNP
O-6	CNPC, CNP and VCNO

* Presidential/vice presidential aide nominees require CNPC, CNP and VCNO interviews.

f. PERS-00BA or PERS-00A4, once advised of the White House interview date, will schedule appropriate CNPC, CNP, VCNO interviews in coordination with the nominee's assignment officer, and provide accounting data to the nominee's assignment officer.

g. Assignment officers are to notify and confirm the interview schedule with the nominee and provide appropriate accounting data from PERS-00BA.

4. The following branches within NPC (PERS-4) are responsible for placement of officers nominated for White House assignments:

a. Head, Washington Placement Branch (PERS-441) is responsible for placement of officers in the White House, White House Executive Office and for certain activities which provide direct support to the White House. This placement officer is also responsible for coordination of nominations of officers proposed for White House associated assignments.

b. Head, CEC Assignment/Placement Branch (PERS-4413) is responsible for placement of officers in Naval Facilities Engineering Command (Chesapeake

Division) in support of the White House and to Naval Support Facility Thurmont (Camp David).

c. Head, Medical Assignment/Placement Branch (PERS-4415), in coordination with the Washington Placement Branch (PERS-441), if necessary, is responsible for the placement of officers in the Office of the Physician to the President.

d. The Naval Aide to the President is nominated by NPC via the chain of command to the Office of the Assistant Secretary of Defense (MRA&L).

5. Tour Lengths. Tour lengths will be established to satisfy the career requirements of the individual and sea/shore rotation policies. Unless requested otherwise by the White House, officer tour lengths will be 36 months for O-4 and above.

6. Tour Extensions. In general, tour extensions are not encouraged. (NPC) PERS-4 is final approval authority for all White House tour extension requests.

5.8 ATTACHE ASSIGNMENTS

No officer will be ordered to an attache post unless he/she has been briefed on all expected hardships of the particular post (financial, cultural, health, schooling, etc.) and expresses a willingness to accept the assignment with full knowledge of these hardships. NPC (PERS-4411) will provide requisite information (extracted from embassy post reports and other sources) to assignment officers when posting for attache billets. Language fluency is normally a requirement and instruction to obtain it will be programmed for all prospective attaches. Language training is desirable for spouses as well, when practicable. Language aptitude must be listed and proven prior to assignment to such training.

1. Commander, Office of Naval Intelligence (ONI) must approve all attache nominees. Should he/she desire to review the actual record of a particular nominee, NPC (PERS-4411) will assist in making arrangements. This review must be done only by Commander, ONI personally.

2. Criteria for assignment include the following, in addition to language proficiency:

a. Outstanding performance in a variety of sea and shore assignments. Due course promotion record.

b. No officer within five years of statutory retirement will be assigned.

c. Previous assistant attache assignment or intelligence subspecialist is desirable but not mandatory.

d. Baccalaureate degree minimum education is normally required. Service college graduate desirable.

3. NPC (CNPC) must authorize exceptions to these policies.

4. The Director of Naval Intelligence (N2) has adopted the policy of the Departments of State, Army and Air Force of providing government-leased and furnished quarters to personnel who are assigned to duty with consulates and embassies in certain foreign countries. Funds to lease and furnish quarters

in certain areas have been obtained. In justification of the request for these funds, it was pointed out that the cost of furnishing such quarters could be more than offset by savings incurred as a result of personnel not shipping certain Household Goods (HHG) to and from these stations. In order for this justification to be realized, it is considered necessary to limit the weight of HHG which may be shipped overseas by personnel ordered to particular locations, and to include this limitation in orders. The standard limitation has been established as 2000 pounds or 25% of the PCS weight allowance for the grade/rank, whichever is greater. Excluded from this limitation are unaccompanied baggage, professional items and a personal automobile.

a. To comply with the above, the originating office preparing orders directing attache duty to an area where quarters are provided, as indicated by ONI in the request for orders, will specify the following PTEXT P79007:

P79007 "SHIPMENT HHG TO _____ LIMITED TO
 NET POUNDS. THIS LIMITATION DOES NOT APPLY TO
 UNACCOMPANIED BAGGAGE AND PROFESSIONAL ITEMS."

b. The preceding limitation varies in certain cases (e.g., an officer ordered to NAVATT, Bonn, Germany). The following variation is to be used when required:

"SHIPMENT HHG TO AND FROM _____ LIMITED TO _____ NET
POUNDS. THIS LIMITATION DOES NOT APPLY TO UNACCOMPANIED BAGGAGE
AND PROFESSIONAL ITEMS."

c. Officers selected for attache duty to a post where furnished quarters will be provided will be notified of the HHG limitation as early as possible for planning purposes.

5. Dependent Transportation and Per Diem. The following introductory phrase will be used when authorizing attache dependents travel and per diem in official PCS orders for naval officers en route to or from attache duty.

"Transportation for dependents in excess of direct travel and per diem for dependents is chargeable to Defense Intelligence Agency funds and such claim will be settled by station budget and fiscal officer. Direct travel of dependents will be settled by PERSUPPDET Anacostia. Advanced per diem for dependents is not authorized."

6. Nomination Procedures for Attache Assignments. In order to maintain the high quality of officers nominated for attache assignment, the following nomination procedures will be followed:

a. The attache placement officer will identify all attache billets for which nominations are required at least one year in advance of commencement of training. A list of those billets will be provided to each of the warfare community assignment officers and will be updated as required.

b. When requirements for specific warfare expertise have been attached to an attache billet, the community with primary fill responsibility will nominate at least two qualified officers. Each URL community will nominate one officer for 1000-designated billets.

c. These four billets will be entered into the Billet Fill Decision (BFD) process, thereby ensuring that quotas have been established for the appropriate major command selection board. The cognizant warfare community will nominate at least two candidates against each posted billet.

e. NPC (PERS-44) will make a determination on which of the multiple nominees submitted by the respective warfare communities will be forwarded to ONI for the Navy interview series.

f. Nominations for all attache positions must reach the Attache Placement Office (PERS-4411) not later than six months prior to the commencement of training for each billet. This lead time is absolutely essential to allow for the interview process and formal nomination to DIA and still issue orders in a timely fashion.

g. Seniority is another consideration for all O-6 candidates. Time-in-grade becomes an issue when nominating candidates for Defense Attache (DATT) versus Naval Attache (NATT) posts. Officers screened for DATT billets should have more than three years in grade upon arrival on station and be able to complete the prescribed tour length.

5.9 NAVY RECRUITING COMMAND

The recruiting climate for the All-Volunteer Force dictates the careful scrutiny of officers selected to direct the Navy recruiting efforts. Accordingly, certain billets are designated nominative billets. NPC (PERS-44) must approve all officers proposed into nominative billets prior to nomination to Commander, Naval Recruiting Command (COMNAVCRUITCOM).

1. Recruiting Area Commanders. Nominations for COMNAVCRUITCOM area commander billets (major commands) will conform to the following guidelines:

a. Officers on the major command ashore list who are currently eligible and available for such assignment will be the primary source of nominees.

b. In the event no primary nominees are available, officers with prior major command experience who are available and volunteer for such assignment may be nominated by the captain grade assignment officers.

2. Recruiting District Commanding Officers. Officers nominated to command Navy Recruiting Districts should be warfare officer commanders or fleet support commanders. COMNAVCRUITCOM may request nominations of officers who do not meet this criteria on a case by case basis. Whenever feasible, the commanding officer of a Navy Recruiting District will possess a different URL designator than the executive officer of that district.

a. Officers screened for command of Navy Recruiting Districts will spend 18 months in the Executive Officer billet followed by 18 months as Commanding Officer. Officers will be required to "fleet-up" regardless of past recruiting experience. By the end of FY00, all NRD Executive Officers will be filled by command screened officers to fleet up to 18 month NRD command tours.

b. Selection for NRD command will be via each community's command screen process. The Command Leadership Course will be incorporated into the established NRD Command training pipeline.

3. Orientation for Newly Reporting Recruiters and their Spouses. After consideration of all options, indoctrination training for newly reporting recruiters and their spouses can best be obtained through funded travel to the NAVCRUITDIST Headquarters en route to their ultimate duty stations. Assignment officers will liaison with PERS-443 to determine those new officer

recruiters who require two days of TEMDU indoctrination. Where deemed necessary, the following paragraph will be added to the recruiter's PCS orders to direct check-in en route and encourage voluntary participation of the member's spouse:

P60097 "MEMBER DIRECTED TO REPORT FOR THE ABOVE TWO DAYS TEMPORARY DUTY NOT LATER THAN _____ FOR THE PURPOSE OF ATTENDING INDOCTRINATION AND OMBUDSMAN BRIEFINGS. THESE BRIEFINGS WILL ALLOW FOR FAMILIARIZATION WITH THE UNIQUE ASPECTS OF RECRUITING WITHIN THE DISTRICT ASSIGNED. YOUR SPOUSE IS INVITED AND STRONGLY ENCOURAGED TO ATTEND; HOWEVER, SPOUSE ATTENDANCE WILL BE AT NO ADDITIONAL COST TO THE GOVERNMENT AND IS PURELY VOLUNTARY."

4. Senior Minority Assistance to Recruiting (SEMINAR) Program. The SEMINAR Program provides the temporary personal assistance of minority officers to Navy Recruiting Districts. The objective is to improve the Navy's image and cultivate a favorable recruiting climate in minority communities.

5.10 NAVAL RESERVE OFFICER TRAINING CORPS (NROTC) UNIT ASSIGNMENTS

1. Officers assigned to NROTC units will be assigned a PRD that coincides with the end of the academic year or semester/quarter breaks. If an incumbent officer's PRD is adjusted, every effort will be made to have the new PRD coincide with the end of the academic year or semester/quarter breaks.

2. Officers with fewer than 2 years remaining until mandatory retirement will normally not be assigned as commanding officers of NROTC Units. The objective, however, is to place into Professor of Naval Science (PNS) billets top quality CAPTs who have clearly demonstrated outstanding professional performance in their warfare areas and have strong leadership records. Seniority cannot be an automatic disqualifier. Captains who are fully qualified for PNS billets may be considered for commanding officer of a NROTC unit as a final tour on a case basis.

3. To provide a broader spectrum of experience, commanding officers and executive officers of NROTC units will normally be from separate URL communities.

4. Officers will not be assigned to NROTC units without prior acceptance by the university to which the unit is attached.

5. Officers with poor potential for promotion will not be assigned to NROTC instructor billets. Officers who fail of selection for promotion while assigned to a NROTC faculty billet will complete their normal ordered tour. Requests for extension of such officers will not normally be approved.

6. Exceptions to these policies must be approved by NPC (PERS-4).

5.11 RECRUIT TRAINING COMMAND (RTC) ASSIGNMENTS

Officers assigned to RTCs as Director, Regimental Commander or Battalion Commander must be promotable officers who have high quality performance and who will project the Navy's best image for new recruits. In order to provide the desired level of 100% manning, RTC billets other than the three mentioned, will be filled with officers whose qualifications, background, experience (including recruiting and training) and availability meet the requirements of the work assigned. Only career-oriented officers will be assigned to these

key billets. Officers who have made known their intention to resign or request release from active duty (RAD) either verbally or in writing, will not be assigned to these billets. The selectee will be approved by the Deputy Chief of Naval Personnel and then briefed to the Commander, Naval Education and Training and Commander, Naval Training Command, Great Lakes, for concurrence, prior to assignment.

5.12 BUREAU OF NAVAL PERSONNEL/N1 ASSIGNMENTS

1. All officers to be assigned to CNP/N1 will be nominated to the appropriate division director. Division director approval will be based on past performance and community reputation. Once nominee is approved by the director, his/her package (including microfiche, Officer Data Card and Officer Summary Report) will be routed via the chain of command to the final approval authority as follows:

<u>Billetts</u>	<u>Approval Authority</u>
PERS-00A/N1A, PERS-00A1/N1A1, PERS-00A2, PERS-00F, PERS-05, PERS-00J, PERS-06, PERS-9, PERS-00X, PERS-00W	CNP/N1
NPC Deputy Directors, Officers assigned to PERS-00X (less PERS-00X)	CNPC (notify CNP)
PERS-00BA, PERS-4B, PERS-41, PERS-42, PERS-43, PERS-44	CNPC (notify CNP)
PERS-40, PERS-45, PERS-455D	PERS-4
All other officers (placement officer, RAOs, assignment officers, etc.)	PERS-4B
PERS-61	PERS-6B

2. This policy does not prevent placement officers from coordinating with commands regarding qualifications and assignment of officers of all grades to certain "key billets" identified by CNPC or PERS-4, long range command manning plans, officers under orders, or canceled orders. Placement officers must be knowledgeable of their commands' requirements for every billet and continuously keep assignment officers advised of those requirements (subspecialty requirements; education; warfare qualifications; prior experience requirements; grade/seniority requirements, etc.). When reviewing the record of an officer proposed for an assignment, all these factors, as well as the officer's performance, will be considered. At no time should communication with the receiving activities imply that an officer is being nominated; rather, the communication should indicate that orders are being written. Instances of command disregard for normal assignment procedures should be brought to the division director's attention.

5.13 BLUE ANGELS ASSIGNMENTS

1. Selection of the Blue Angels commanding officer is made by Chief, Naval Air Training (CNATRA). The commanding officer of the Blue Angels selects the other squadron demonstration pilots which are approved by CNATRA.

All Blue Angels pilot selections are subject to concurrence of Assistant Chief of Naval Operations (Air Warfare) (N88). NPC has certain administrative

responsibilities in this process regarding the screening of applicants and liaison with N88.

2. Commanding officer applicants apply to CNATRA with copies to NPC and the incumbent commanding officer of the Blue Angels. Demonstration pilot applicants apply directly to the commanding officer of the Blue Angels, and shall provide copies to CNATRA and NPC. As applications are received, NPC (PERS-433) initiates administrative screening to determine each candidate's availability and desirability for assignment to the Blue Angels. NPC (PERS-433) will make the final determination as to whether a candidate is available and recommended by NPC. NPC (PERS-433) then provides CNATRA and the commanding officer of the Blue Angels with a summary of the NPC screening board action on each candidate.

3. Following selection by CNATRA, NPC (PERS-433) will forward background resumes on each prospective Blue Angels pilot to N88. PCS orders will be issued to those selected upon N88's concurrence.

4. Each pilot/NFO selectee to the Navy Flight Demonstration Squadron (NFDS) will sign a statement of agreement by which the officer Agrees to Remain on Active Duty (GREEMAIN) for two-years following completion of the tour with NFDS. A signed copy of each agreement will be forwarded to NPC (PERS-433).

5. A congratulatory letter for PERS-4's signature will be prepared by PERS-433 to selectees for commanding officer of the Blue Angels. Additionally, letters of appreciation to non-selected commanding officer candidates will be prepared for PERS-43's signature.

5.14 FLEET LOGISTICS SUPPORT SQUADRON ASSIGNMENTS

Pilots accepting orders to Reserve VR Squadrons are assigned to transition training in C-9, C-20, C-40, and C-130 Aircraft. A three year obligated service greemain exists for active duty pilots who complete transition training to C-9, C-20, C-40, and C-130 Aircraft. Acceptance of orders by active duty pilots for initial training in C-9, C-20, C-40, and C-130 Aircraft constitutes their agreement to remain on active duty for a period of time equal to a normal squadron tour (36 Months). Fulfillment of this greemain shall commence upon reporting to the ultimate duty station following completion of the transition training.

5.15 NAVAL LEADERSHIP TRAINING COURSE (LTC) INSTRUCTOR ASSIGNMENTS

Officers selected for LTC Instructor duty will be qualified performers who have completed a successful operational tour and possess leadership and management experience at the level commensurate with the course they will teach (e.g., department head or division officer). Officers selected for instructing the Leadership Instructor Course (training LTC instructors) will have prior LTC instructor experience. Officers selected for the Command Leadership Course or the Advanced (XO) Course at NETC Newport, RI must be post-command commanders or post-executive officer (CDRs/LCDRs, respectively). The selection of LTC instructors will be based on the following:

1. Selected officers must be demonstrated, high-quality performers as determined by PERS-4 and CNET.

2. Must satisfactorily complete Leadership Instructor Training Course (7 weeks), at Naval Amphibious School, Little Creek. A guaranteed deselection without prejudice to career will be made available to candidates who fail to

complete skill training.

3. Volunteers are desired but not required.
4. Be within height/weight/body fat standards.
5. Officers on twilight tours are not eligible.
6. Requests for waivers must be approved by CNET, Leadership Division (LEAD 1).

POC is CNET, Leadership Division, DSN 922-8095.

5.16 BRIG OFFICER ASSIGNMENTS

Nominations for brig officers will be forwarded by the gaining placement officer to PERS-8 for preliminary screening. Upon receiving a positive reply from PERS-84, the gaining placement officer will forward a letter to the nominee's commanding officer requesting his/her recommendation. If a positive recommendation is received, the gaining placement officer will process orders for the officer. The screening criteria for brig officers include the following:

1. Have served a minimum of two years on active duty.
2. Should be a promotable officer.
3. Possess a high degree of adaptability in working with younger military personnel.
4. If a member is a recently selected LDO/CWO, has had no record of military disciplinary actions during the last four years of military service.
5. Possess ability to manage a self-contained organizational structure.
6. Be mature and emotionally stable.
7. Will not have any obvious disfigurement or other physical or speech impediment which might subject that individual to contempt or ridicule by prisoners.
8. Be able to issue commands and instructions clearly.
9. Demonstrated stability in personal affairs without history of severe domestic or personal problems.
10. Demonstrated consistency in execution of policy and treatment of others.
11. Demonstrated poise in stressful situations.
12. Meet minimum Navy physical fitness standards per OPNAVINST 6110.1 (series).
13. Possess good judgment.
14. Officers screened for command of Naval Consolidated Brigs will spend 18 months in the Executive Officer billet followed by 18 months as Commanding Officer. Officers will be required to "fleet up" regardless of their past NCB

experience.

15. Selection for NCB command will be via each community's command screen process. The Command Leadership course will be incorporated into the established NCB command training pipeline.

16. The following implementation guidance is provided:

a. All NCB commanding Officer and Executive Officer billets will be immediately re-designated as 1000 coded billets.

b. Tour lengths for incumbent (non command screened) Executive Officers shall not be shortened to less than 18 months.

c. Tour lengths for incumbent (non fleet-up) Commanding Officers shall not be shortened to less than 18 months.

d. Slating of officers within six months of PRD will not be involuntarily altered.

e. Fleet up Executive Officer tour lengths may be shortened to no less than 12 months.

f. By the end of FY00, all NCB Executive Officers will be filled by command screened officers to fleet up to 18 month NCB command tours.

5.17 JOINT DUTY ASSIGNMENTS

1. Joint Officer Personnel Policy. Title IV of the Goldwater-Nichols DoD Reorganization Act of 1986 established specific requirements which the services must follow in making assignments to billets on the Joint Duty Assignment List (JDAL) now contained in Title 10 USC, Chapter 38. These requirements include both qualitative and quantitative provisions, necessitating changes in the management of most officer communities. Additionally, with the exception of certain scientific and technical communities, the law specifies that an officer may not be appointed to the grade of RADM(LH) unless the officer has completed a full tour of duty in a joint assignment as described in section 664(f) of Title 10 USC. The Secretary of Defense has the authority to waive this requirement on a case-by-case basis. After 1 October 1986, a joint duty assignment is an assignment to a billet contained in the JDAL.

a. Chapter 38 of 10 USC states that assignment quality control standards be exercised to ensure an appropriate number of JDAL billets are filled with qualified and promotable officers in order to achieve promotion parity between specific groupings as defined by the law. There is also a requirement to fill 100% of JDAL Critical Billets after 1 January 1994 with a Joint Specialty Officer (JSO). Chapter 38 further requires that 50% of all JDAL billets be filled by JSOs or JSO nominees.

b. One of the most difficult aspects regarding execution of the joint requirements from a distribution perspective is to achieve a balance between the designator community's need to ensure that their best officers are qualified for flag rank in accordance with the law, and the law's requirements regarding Joint Professional Military Education (JPME), tour lengths and the percentage of JDAL billets that must be filled by JSOs or JSO nominees. The senior detailee from each designator community ensures that their community is closely coordinating the input of officers by promotion year group to joint

education/assignments, that a comprehensive plan exists to meet the flag officer qualification requirements of Chapter 38, and that the plan is carefully monitored. This direction is based upon guidance from higher authority and is necessary to ensure consistent distribution compliance with Chapter 38. NPC division directors must ensure strict compliance with the procedures contained herein.

c. Title IV mandated specific requirements which the services must follow in the assignment of officers to management headquarters activities. NPC (PERS-45) is responsible to ensure Navy activities are at or below established officer ceilings. PERS-452 and appropriate management headquarters placements desks from PERS-41, 42, 43 and 44 monitor headquarters activities on a UIC level to ensure established officer ceilings are not exceeded.

2. Joint Definitions

a. Joint Specialty Officer (JSO): An officer who has been awarded joint specialty designation by SECDEF, with the advice of the Chairman of the Joint Chiefs of Staff. Officers who have completed applicable JPME and joint duty assignment prerequisites are recommended for designation as JSOs by the Navy Department. The Secretary of Defense may waive completion of certain prerequisites. Administrative selection boards are convened by the Navy on a periodic basis to propose candidates to SECDEF for JSO designation.

b. Joint Specialty Officer (JSO) Nominee: An officer designated by the Navy Department as a "nominee" for the joint specialty designation. Designation of an officer as a JSO nominee identifies the officer as a potential candidate for award of the joint specialty designation, but does not in itself constitute a recommendation of the officer for such award. For example, officers may be designated as "JSO nominee" upon graduation from JPME school and assignment to a follow-on joint duty assignment. Other officers in joint duty assignments may qualify as nominees if they possess a Critical Occupational Specialty (COS), an outstanding performance record and may reasonably be expected to have an opportunity to attend a JPME School. Officers who have neither attended a JPME school, nor will have any future opportunity to attend JPME, will not be designated as JSO nominees. PERS-4 responsibility for coordination of joint specialty nominee designation resides with PERS-45J.

c. Joint Duty Assignment (JDA): An assignment to a designated position in a multi-service or multi-national command or activity that is involved in the integrated employment or support of land, sea and air forces of at least two or three military departments. Such involvement includes, but is not limited to, matters relating to national military strategy, joint doctrine and policy, strategic planning, contingency planning, and command and control of combat operations under unified (or multi-service, multi-national) commands. The JDAL contains all JDA billets. Greater than 50% of the JDAL billets must be filled by JSOs or JSO nominees.

d. Critical Joint Duty Assignment (subset of JDAL): A designated JDAL billet which must be filled with a JSO (approximately 15% of the JDAL billets are designated "critical").

e. Critical Occupational Specialty (COS): A specialty which primarily involves combat operations; particularly a specialty in which there exists a shortage of trained officers. Approved Navy COSs are limited to the following URL warfare specialties: Surface, Submarine, Aviation, Special Warfare (SEALS) and Special Operations. Specific provisions apply for COS

officers regarding tour length, joint duty credit, etc., which are discussed in article 3.12.

f. Joint Professional Military Education (JPME)

(1) Phase I JPME: Phase I credit is earned by successful completion of the resident course at one of the service colleges (College of Naval Warfare, Naval Command and Staff College, Army War and Command and Staff Colleges, Air War and Command and Staff Colleges and U.S. Marine Corps Command and Staff College), or an equivalent approved course of instruction.

(2) Phase II JPME: Phase II credit is earned by successful completion of the appropriate level course at the Armed Forces Staff College (AFSC). Completion of Phase I is a prerequisite for attending Phase II. COS officers may attend Phase II without Phase I with a JCS approved direct entry waiver.

(3) Full JPME: Graduation from either the National War College (NWC) or the Industrial College of the Armed Forces (ICAF); or completion of both Phase I and Phase II. PERS-45J will: Assign the appropriate joint AQD to an officer's record upon completion of full JPME, Phase I and/or Phase II.

g. AQD Codes: The following Additional Qualification Designation (AQD) codes identify joint billets and joint personnel. Assignment of officer AQD codes may only be made by NPC (PERS-440 or PERS-452).

(1) Billets:

JD1: Non "critical" billet on JDAL.

JD2: "Critical" billet on JDAL; must be filled by a JSO.

NOTE: JD1 + JD2 = Total number of JDAL billets.

(2) Officers:

JS1: JPME graduate.

JS2: Joint duty credit (officer has completed a qualifying JDA in accordance with Title IV).

JS3: JPME graduate assigned to a JDA and designated as a JSO nominee.

JS4: COS officer designated as a JSO nominee in an initial joint assignment, available for reassignment after 24 months and does not have to be nominated prior to assignment to joint duty.

JS5: Designated as a JSO by SECDEF.

JS6: Joint duty credit as a result of completion of equivalency assignment commenced prior to 1 October 1986.

JS7: JPME Phase I graduate.

JS8: JPME Phase II graduate (AFSC graduate after June 1990).

JS9: Designated as JSO by SECDEF based in part upon completion of a JDA terminated as a result of COS provisions.

h. JDA and JEA Credit. Some credit received for service before 1 October 1989 will be treated differently than JDA credit received after the transition period. Specifically:

(1) JEA credit:

(a) Could be used to fulfill the "previous joint tour" provision of the law for promotion to flag until 1 January 1994.

(b) Officers with JEA credit only cannot now combine this with completion of JPME or a second JDA for consideration for JSO designation.

(c) Officers with the JSO designation based on JEA still maintain their JSO designation, but are not considered to have any joint duty credit (except as noted in paragraph 5.20.2h.(1)(a)).

1. An officer with the JSO designation based on JEA will need a JDA prior to promotion to flag after 1 January 1994.

2. In the above situation, COS officers serving in post JEA joint duty assignments will be considered to be serving in their second or subsequent joint duty assignments and cannot be considered for two year COS take-out.

(2) JDA credit:

(a) Can be counted for promotion to flag.

(b) Officers with JDA credit only, and not JSO designated, can combine this credit with full JPME or a second JDA for consideration for JSO designation. However, any pre-October 1989 JDA credit must be either 24 months (COS) or 36 months (i.e., must meet current tour length requirement provisions of the law).

i. Cumulative JDA Credit

(1) Cumulative service for the purposes of fulfilling JDA requirements includes two or more JDAs which, when combined, total at least three years for O-6 and below, including at least one tour of duty in a JDA that was overseas.

(2) A JDA may be counted for cumulative purposes:

(a) If the officer served greater than ten months in the assignment which was terminated for unusual personal reasons (including extreme hardship and medical conditions) beyond the control of the officer or the armed force; or

(b) Was ordered to another JDA immediately after promotion to a higher grade, where the reassignment was made because no JDA was available within the same organization that was commensurate with the officer's new grade; or

(c) Was an overseas JDA which would not otherwise meet tour length requirements.

(3) Other joint tours accumulated with paragraph 5.20.2i.(1) must be at least 24 months in length.

PERS-45J will: Ensure each officer transferred from joint duty has that joint duty recorded in his/her record. This includes placing the appropriate AQD in the record and attaching the Joint Duty Tracking Element (JDTE) to the joint duty station in the officer's record.

j. JSO Nominees. JSO nominees may be nominated from:

(1) Officers who have successfully completed full JPME and are assigned to a JDAL billet (JPME JSO nominee) (JS3 AQD); or

(2) COS officers who have not attended JPME (COS JSO nominee) (JS4 AQD). These nominees may not account for more than 25% of the number of joint billets that are required to be filled with JSOs or JSO nominees.

k. Selection of Joint Specialists

(1) Officers must first successfully complete an approved JPME program and then receive credit for completing a JDA.

(2) All COS officers (COS - 111X, 112X, 113X, 114X, 131X, 132X) are exempt from this sequence requirement.

(3) SECDEF may waive the sequence requirements (JDA then JPME) for non-COS officers.

(4) SECDEF may waive JPME provided two full JDA tours are served.

(5) Total number of sequence and two JDA vice JPME waivers combined may not exceed 10% of joint specialty designations for officers in the same paygrade during a fiscal year.

PERS-45J will: Conduct annual JSO selection boards to select those officers satisfying these criteria. Board precepts will be forwarded to SECNAV for approval, and then to the Chairman, Joint Chiefs of Staff, for concurrence. Upon approval by SECDEF, assign the AQD reflecting JSO designation.

3. Joint Duty Assignments. The following general guidelines will be adhered to unless waiver procedures for tour lengths contained in article 3.12 are used:

a. JDA tour lengths are calculated day-for-day.

b. JDAL incumbents are not relieved until they have served a sufficient length of time to receive credit for a full tour of duty (i.e., joint duty credit).

c. Existing guidelines will be followed with respect to PCS moves.

d. 50% of JDAL billets must be filled by JSOs or designated JSO nominees.

e. Beginning 1 January 1994, 100% of the critical JDAs that become vacant must be filled by JSOs. Any non-JSO proposed to fill a critical JDAL billet will require prior approval from Chairman, Joint Chiefs of Staff (CJCS). Waiver procedures are described below.

PERS-45J will: Track assignments to critical billets and report progress to N1 with each Distributable Manning Brief (DMB). Develop rationale and support for waivers required after 1 January 1994 for non-JSOs being ordered to critical billets.

4. JSO Qualification Waiver Requirements/Submission Procedures. To

ensure requirements of the law are met, only those officers designated as JSOs will be nominated for critical JDAs. Only those waiver requests presenting clear and compelling justification that a JSO is not available and that the waiver is in the best interest of the joint organization will be considered. Additionally, waivers must be submitted for non-JSO incumbents who are in critical JDAL billets on or after 1 January 1994.

a. Each JSO qualification waiver must contain the following specific information:

- (1) Name, grade, social security number, rank, date of rank (attach copy of ODC).
- (2) JSO potential. Identify if the officer is a JSO nominee or has been recommended to be designated as a JSO.
- (3) JPME completed and date of completion.
- (4) Previous JDAs completed and inclusive dates of each.
- (5) Experience in joint matters not associated with above, if any.
- (6) COS, if applicable.
- (7) Critical JDA identified for this officer (major joint organization, position code, duty title and short duty description).
 - (a) Identify start date (the projected date officer will be assigned to critical JDA).
 - (b) Identify PRD out of critical JDA.
 - (c) Identify if officer is scheduled to complete a full joint tour of duty in this JDA; explain if not.
 - (d) Identify the unique qualification(s) of the officer for this critical billet.
- (8) Clear and compelling justification identifying why:
 - (a) JSO is not available to fill the critical JDA in question.
 - (b) This is in the joint organization's best interest.
(Note: Coordination with a CINC or Director of a Defense agency is required and must be included in the JSO waiver request.)

b. For JSO qualification waiver requests initiated by NPC, the following procedures apply:

- (1) Assignment officers will prepare JSO waiver requests, with ODC, for CNP signature. Requests will be addressed to the Director, Joint Staff.
- (2) After PERS-45J review, the request must be chopped by the cognizant division director prior to forwarding. (PERS-45J will maintain an historical file of JSO waiver requests.)

(3) JSO waiver requests are chopped by PERS-4 and CNPC, then forwarded to CNP for signature.

(4) The request is then forwarded to the Director, Joint Staff for CJCS approval.

(5) Waiver requests must arrive at the officer of the Director, Joint Staff, not later than 90 days before the proposed arrival date of a non-JSO in a critical billet.

(6) Approval of the waiver request is required before the non-JSO may be assigned to the critical joint billet.

c. For JSO qualification waiver requests initiated by CINCs/Directors of Defense Agencies, the following procedures apply:

(1) CINCs/Directors of Defense Agencies must submit all JSO qualification waiver requests for Navy personnel through NPC for endorsement.

(2) Placement officers will coordinate with assignment officers and prepare an endorsement (concur, nonconcur) for CNP signature, on the joint organization's waiver request.

(3) After PERS-45J review, the request must be chopped by the cognizant division director prior to forwarding. (PERS-45J will maintain an historical file of JSO waiver requests.)

(4) JSO waiver request endorsement is chopped by PERS-4 and CNPC, then forwarded to CNP for signature.

(5) The request is then forwarded to the Director, Joint Staff for CJCS approval or resolution.

(6) Waiver requests must arrive at the office of the Director, Joint Staff, not later than 90 days before the proposed placement of a non-JSO in a critical billet.

(7) Conflicts between CINCs/Defense Agencies and the Navy over a JSO qualification waiver request will be settled by the CJCS.

(8) Waiver request approval is required before the non-JSO may be assigned to the critical JDA.

5. Joint Assignment Nominations

a. JCS Nominations. When nominating a JSO to the Joint Staff, only one nomination will be required. For non-JSOs, NPC will routinely nominate a slate of three or more qualified and available officers. If less than three are nominated, an appropriate explanation for the shortfall will accompany the nominations.

b. A sufficient number of competitive officers must be assigned to "other joint duty" to ensure compliance with the spirit and intent of present legislation. In order to ensure promotable officers are assigned in sufficient numbers to "other joint" commands, CNP desires to follow a process similar to that used for JCS nominations. Figures 5-2 and 5-3 will be used in the nomination process of all billets on the JDAL with the exception of JCS.

c. The flow of joint assignment nominations is as follows:

(1) Assignment officer proposes the officer to placement (through OAIS).

(2) Assignment officer prepares joint duty routing memo (Figure 5-2) and assignment sheet (Figure 5-3) with OSR/ODC (bottom half of assignment sheet only).

(3) Assignment officer routes package to assignment division director for approval/comments.

(4) Assignment division routes to PERS-44 (44 log-in).

(5) PERS-44 routes to gaining placement.

(6) Placement reviews proposal, and if accepts, fills out top half of nomination sheet, makes appropriate comments on routing memo, signs and dates and routes to division director (PERS-44) once nominee appears on action queue (i.e., normal OAIS waiver process review completed).

(7) PERS-44 reviews and forwards.

(8) Once chop chain is completed, nomination is returned to PERS-44. PERS-44 maintains a file copy and returns the original to placement.

(9) If nomination approved, placement begins normal command nomination process (formal/informal).

(10) When command acceptance process is completed, orders are written.

6. NPC Responsibilities

a. PERS-45 will:

(1) Coordinate implementation of procedures and information systems necessary to comply with Title IV provisions.

(2) Ensure equitable/appropriate distribution (through the Billet Fill Decision process) of JDA billets which are not coded as warfare specific (e.g., 1000/1050 billets).

(3) Coordinate consolidation and compilation of information for reports as appropriate.

(4) Provide distribution officers with appropriate tailored reports, including lists of billets and officers, necessary to ensure the execution of proper joint assignment procedures and officer qualification.

(5) Monitor and track billets assigned JD1 and JD2 AQD codes and resolve discrepancies/anomalies between the JDAL, NMDAS and ODIS/OAIS.

(6) Coordinate (with JCS (J1)) the resolution of JDAL billet anomalies where assignment of the billet to the JDAL is inconsistent with the definition of a qualifying billet in Title IV.

(7) Monitor and track the entry, maintenance and quality assurance of officers' AQDs.

(8) Provide assessment, as required, of aggregate quality of officers assigned to joint duty versus Navy headquarters staff to ensure the promotion parity goals of Title IV are met.

b. PERS-45J will:

(1) Serve as distribution coordinator for JDAs regarding the assignment of applicable joint AQDs to officers.

(2) Monitor all assignments to JDA billets through OAIS.

(3) Review all JSO qualification waiver requests for correctness and comment, as applicable, and maintain historical files of all waiver requests.

(4) Assist in preparation and track requests for tour curtailment when approval of higher authority is required.

(5) Maintain appropriate records regarding the rationale for assignment decisions.

(6) Ensure that in the aggregate, approximately 50% of JDA billets are filled with JSOs or JSO nominees, and 100% of critical billets are filled by JSOs.

(7) Ensure that COS early release waivers, by division, do not exceed the annual allocation established and report the status to division directors on a bimonthly basis in October, December, February, April, June and August.

c. N-13D will use the administrative transfer date to write retirement orders, assigning the officer TEMDU awaiting retirement to the designated administrative command (i.e., PSD), pending the actual retirement date.

d. Placement officers will:

(1) Maintain a working knowledge of Title IV and oversee the implementation of the same within activities for which they are responsible.

(2) Advise PERS-45 of billet anomalies.

(3) Evaluate promotability of officers nominated to joint billets to ensure that promotion percentages in each activity will be within the limits established by Title IV. Placement officers will verify statistical promotion data provided to PERS-45J as required. Placement officers have the authority to reject proposals which could lower promotion percentages below the appropriate comparable Navy promotion rates.

(4) Assign a point of contact within placement divisions who will work with PERS-452 in managing the officer manning at management headquarters activities.

(5) Adhere to the following guidelines in order to remain within the established ceiling for management headquarters activities. Exceptions must be personally approved by PERS-4:

(a) Incumbents will not be ordered to report to billets until billets are on line.

(b) Orders will be canceled for officers ordered to activities which are at, or projected to be in excess of, established ceilings.

(c) Minimize turnover; communicate to commands the sensitivity of manning at management headquarters activities, emphasizing 10 day turnover policy.

(d) Orders will not be written which would place an activity in excess without an approved PERS-4 excess screening sheet.

(e) If an activity is projecting excess manning for a three month period, the responsible placement officer will provide PERS-4B (copy to PERS-452) a memorandum providing a plan of action to reduce manning back to authorized ceiling (BA) or a copy of an approved PERS-4 excess screening sheet.

(f) Placement officers will annotate on the retirement board sheet the desired month of administrative transfer and the receiving administrative command of retiring officers assigned to a management headquarters activity.

(g) Placement officers will determine the administrative transfer date for retiring officers based on terminal leave, as well as relief reporting requirements.

(6) Coordinate the early release of COS officers with the command.

e. Assignment officers will:

(1) Maintain a working knowledge of Title IV and will oversee the implementation of the same within their communities.

(2) Take steps to ensure flag potential officers in their communities are carefully screened by promotion year group to ensure they meet joint duty qualification requirements for promotion.

(3) Initiate JSO qualification waiver requests within NPC, and will be the first stop within NPC for CINC/Director, Defense Agency initiated JSO qualification waiver requests.

(4) Identify a JSO replacement upon notification by placement that a non-JSO is in a critical JDA. If unable, initiate a JSO qualification waiver request.

(5) Coordinate with placement officers the early release of COS officers from an initial joint tour of duty prior to proposal for follow-on assignment.

(6) Ensure COS early release waivers do not exceed their divisions' fiscal year allocations, while at the same time striving to maximize utilization of COS early releases.

(7) Will prepare tour curtailment waiver packages and coordinate with PERS-45J.

5.18 ASSIGNMENT OF OFFICERS TO NORTH ATLANTIC TREATY ORGANIZATION (NATO)
BILLETS

1. All officers assigned to NATO billets must have a completed Single Scope Background Investigation (SSBI) within five years of assignment. This requirement is designed to provide U.S. officers access to NATO COSMIC Top Secret required for all NATO officers. Since security clearance investigations take from 3 to 6 months to complete:

a. Placement officers will post for all NATO billets twelve months prior to incumbent's PRD and include appropriate security clearance requirements.

b. Assignment officers should identify officers to fill NATO postings six to eight months prior to incumbents' PRDs. Any officer identified less than six months before the incumbent's PRD must meet the NATO security clearance requirements.

2. If the officer requires an SSBI, PTEXT P71019 will be entered into the orders requesting that the SSBI be initiated to fulfill the requirement that an investigation must have been completed within the past five years for any NATO assignment. For NATO assignments which do not require an SSBI, the message that PERS-831 sends instructing the transferring command to initiate a current investigation is sufficient instruction and eliminates any need to include instructions in orders regarding the investigation.

3. Procedures for NATO Billets

a. Officers ordered to NATO billets require special processing to fulfill security clearance requirements and to determine passport needs.

b. PERS-831 is responsible for issuing clearances for officers assigned to NATO billets. Prior to issuance of orders to such billets and if a security clearance is necessary, the cognizant placement officer will inform PERS-831 by memorandum of the following information:

(1) Full name, rank, file number, designator, date and place of birth.

(2) Command for which considered.

(3) Billet title or description.

(4) EDA and tour date.

(5) Type of security clearance required or investigation status.

(6) PERS-831 will indicate the officer's security eligibility by return memorandum.

(7) Any change in the information submitted to PERS-831 by memorandum must be corrected by memorandum to prevent the security clearance being forwarded in error.

(8) Placement officers should include PERS-831 as an internal copy to addressee.

5.19 ASSIGNMENTS OUTSIDE THE DEPARTMENT OF DEFENSE (DOD)

DoD Directive 1000.17 establishes policy and assigns responsibility for the management and administration of military and civilian personnel supporting non-DoD agencies and activities. DoD Directive 5132.10 establishes policy and assigns responsibility for personnel assigned outside DoD involving individual foreign military sales funded by foreign governments and Military Assistance Groups and Missions. Head, Washington Placement Branch (PERS-441) is responsible for coordinating the placement of officers in agencies outside DoD. The use of DoD personnel to support non-DoD agencies and activities is rigorously controlled and all new positions are approved in writing by the Office of the Assistant Secretary of Defense (MRA&L).

1. Officers selected for assignment to duties outside DoD are to be screened carefully and must have exhibited performance of the highest quality. Individuals on their last tours prior to retirement will not normally be assigned outside DoD.

2. Assignment of Department of the Navy (DoN) Personnel to Congressional Staffs. Personnel will not be detailed or otherwise assigned to committees of Congress or to the personal staffs of members of Congress unless such assignment is pursuant to an established Congressional fellowship program. In the case of an assignment to perform duties for a specific duration in a specific project, the assignment must be approved in advance by the Navy Comptroller or the Chief of Legislative Affairs, as appropriate, and the Assistant Secretary of the Navy (M&RA). DoN activities are not authorized to establish independent congressional fellowship programs.

3. Except in unusual cases, orders for officer personnel assigned to non-DoD agencies and activities will contain reimbursable accounting data and the following wording: "Pay and allowances and cost of travel are originally chargeable to MPN ((accounting data for travel (reimbursable accounting data line) and ultimately reimbursable from (non-DoD agency, activity or foreign government case number))." Reimbursement will be based on rates and procedures established in DoD Directives 7220.9 (series) and 4000.19 (series).

N101 provides reimbursable accounting data guidelines and the following PTEXT for application by assignment and placement officers when ordering officers to certain non-DoD agencies and activities of foreign governments:

P34025	SELECTIVE SERVICE SYSTEM, STATE DEPARTMENT, U.S. COAST GUARD, ARMS CONTROL AND DISARMAMENT AGENCY, FEDERAL AVIATION AGENCY, MERCHANT MARINE ACADEMY, NATIONAL SCIENCE FOUNDATION (NAVY ANTARCTICA), NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, DEPARTMENT OF ENERGY, MARITIME ADMINISTRATION AND OTHERS.
P34035	NO-COST MOVE, USE INSTEAD OF P34025.
P34038	DEFENSE SECURITY ASSISTANCE AGENCY (USE ON ALL ORDERS TO MILITARY ASSISTANCE GROUPS AND MISSIONS.)
P34039	ALL ORDERS TO FOREIGN MILITARY SALES FUNDED BILLETS. (NOTE: ALL ORDERS MUST DIRECT MEMBER TO REPORT FOR DUTY WITH FOREIGN MILITARY SALES OR TO DETACH FROM DUTY WITH FOREIGN MILITARY SALES.)
P34040	GOVERNMENT OF AUSTRALIA (FOREIGN MILITARY SALES CASE AT-_____)

P34041 GOVERNMENT OF KUWAIT (FOREIGN MILITARY SALES CASE DSAA-KU-_____))
P34042 GOVERNMENT OF SAUDI ARABIA (FOREIGN MILITARY SALES CASE SR-_____))
P34043 GOVERNMENT OF SPAIN (FOREIGN MILITARY SALES CASE SP-_____))

Further assistance for application of reimbursable accounting data and the above PTEXTs is available from PERS-455D).

4. DoD instructions permit billing of standard incremental rates for incentive and special pay as well as standard rates for pay and allowances of Naval personnel assigned to other government agencies. In order to determine the reimbursable charges, the disbursing office holding the member's pay record is required to submit a monthly letter report to NPC for each officer assigned to a reimbursable billet. All matters concerning reimbursables should be addressed to NPC (N101).

5.20 LIMITED DUTY OFFICER (LDO) AND CHIEF WARRANT OFFICER (CWO) ASSIGNMENTS

LDOs and CWOs are accessed, promoted and continued to fill authorized LDO and CWO billets. The assignment of an LDO or CWO to billets not designated 6XXX or 7XXX, respectively, will result in a gapped LDO or CWO billet. When overriding circumstances dictate, LDOs and CWOs may be assigned to other billets; however, this practice is the exception rather than the rule.

1. Diving and Salvage. LDO/CWO diving billets are coded with appropriate Naval Officer Billet Codes (NOBCs) and Additional Qualification Designators (AQDs). CWOs qualified in the performance of diving will be assigned to NOBC/AQD coded diving billets both at sea and ashore. Should the inventory of CWO qualified divers exceed the number of available diving billets, excess officers may be assigned to billets identified for their technical specialties. LDOs qualified in the performance of diving will continue to be assigned to billets of their occupational specialties or specific diving billets of their designators in accordance with the career pattern of the particular LDO community.

2. SEALs. CWO/LDO SEAL billets are coded with appropriate Naval Officer Billet Codes (NOBCs) and Additional Qualification Designators (AQDs). CWO/LDO qualified SEALs will be assigned to NOBC/AQD coded SEAL billets both at sea and ashore and in accordance with the appropriate SEAL CWO and LDO career path.

3. LDO Admin (6410)/CWO Ship's Clerk (7410) to Submarine Related 6410/7410 Billets. The following applies to assignment of LDO (Admin) and CWO (Ship's Clerk) personnel, who were enlisted submarine qualified, to specific submarine related 6410/7410 billets and should be implemented as incumbents are transferred at normal PRD:

a. All LDO (Admin) and CWO (Ship's Clerk) personnel who were enlisted submarine qualified will be assigned to billets requiring 641X/741X personnel qualified in submarines (AQD SV1). Every effort will be made to adhere to the billet grade level.

b. All submarine squadron and submarine group billets requiring 641X/741X personnel qualified in submarines will be identified as sea duty for rotation/assignment purposes.

c. In the event the inventory of SV1 coded 6410/7410 officers exceeds the number of available SV1 coded 6410/7410 billets, the excess officers may

be assigned to other 6410/7410 billets. However, 6410/7410 officers not coded as SV1 will not be assigned to SV1 coded 6410/7410 billets without specific waiver approval from NPC (PERS-41 and PERS-42).

3. Aviation Shore Activity Ground Electronics Maintenance Officers. Prospective Ground Electronics Maintenance Officers (designator 6180, 7180) ordered to aviation shore activities will proceed via the Prospective Electronics Material Officer (PEMO) Training Course if the officer has not previously attended this course.

5.21 ENGINEERING DUTY OFFICER (EDO) ASSIGNMENTS

1. Because of the unique role of the Engineering Duty Officer (EDO) as a technical restricted line specialist for the design, acquisition and life cycle maintenance of ships and ship systems, combat weapon systems, communications, ship and shore command systems, and space warfare systems, special consideration must be given to career development of the individual EDO. This career can be divided into two phases - basic and professional. During the basic phase, the officer obtains basic skills as a Naval officer and as an engineer. The professional phase, which constitutes the majority of an EDO career, emphasizes a single technical specialty and is the period during which the officer is a practicing professional EDO.

a. EDO Basic Phase. During this phase, an EDO will be assigned to allow maximum opportunity to complete the following career requirements:

(1) Sea Duty. EDOs should serve at sea, preferably in a combatant ship, early in their careers. Normally, the first tour afloat will be accomplished as an URL officer. Officers obtaining an ED option from NROTC or USNA will be assigned to combatant sea tours upon commissioning.

(2) Graduate Education. Assignment to postgraduate school is essential if the officer does not have a graduate degree before becoming an EDO.

(3) Engineering Duty Qualification Program (EDQP). All new EDOs are required to complete the EDQP. Priority will be given to first shore duty tour assignment (other than postgraduate school) of new EDOs to commands administering the EDQP.

b. EDO Professional Phase. Assignments will emphasize increased officer technical competence by:

(1) Increasing experience in the technical specialty (ship and ship systems, combat/weapon systems, communications, ship and shore command systems, information systems and space warfare systems).

(2) Increasing involvement in design, engineering, acquisition and life cycle management of systems.

2. Special Qualifications. Additional consideration must be given to officers possessing special qualifications to ensure maximum usage of that qualification. Officers who have qualified in submarines, either in the URL or EDO Dolphin programs, will be assigned primarily to billets at sea in submarine tenders and ashore in type commander staffs, research and development, design and acquisition, and fleet maintenance and support of submarines.

5.22 TRAINING AND ADMINISTRATION OF THE RESERVES (TAR) URL ASSIGNMENTS

The TAR officer program is comprised primarily of warfare qualified and Special Duty Officers (Fleet Support) who direct the training of the Naval Reserve in current fleet practices. To maintain a high level of operational experience in the program, TAR warfare officers in all grades follow a sea/shore rotation comparable to their USN contemporaries.

1. Selection and Assignment to TAR Program

a. From active duty. Applications will be submitted in accordance with MILPERSMAN 1001-020 to NPC via the chain of command. Regular and Reserve officers on active duty in the URL, RL Special Duty Officer (Intelligence) and (Fleet Support), Supply Corps and Aeronautical Engineering Duty Officer (Aviation Maintenance) in the grade of lieutenant commander (with less than 3 years time in grade) and junior are eligible for selection for TAR designation.

b. From inactive duty. Applications will be submitted in accordance with MILPERSMAN 1320-150. Reserve officers on inactive duty in the URL, RL Special Duty Officer (Intelligence) and (Fleet Support), Supply Corps and Aeronautical Engineering Duty Officer (Aviation Maintenance) in the grade of lieutenant commander and junior, whose date of rank will enable them to complete at least two years active duty prior to consideration for promotion to the next higher paygrade, are eligible for TAR designation.

c. Sea/Air Mariner (OSAM) officers may apply for TAR or active duty list quotas after OCS/AOCS. OSAMs in TAR designators that are undermanned must first apply for the TAR Program.

d. Eligibility. Reserve officers on active and inactive duty in the URL, SDO Naval Intelligence and Fleet Support, and Supply Corps in the grade of temporary LCDR and junior, who have completed or are within twelve months of completing their initial active duty obligation, are eligible for selection for TAR designator.

e. Selection. Applicants will be considered by a special TAR Selection Board which meets the first month of each quarter. Applicants will be considered for TAR designation based on age, education, previous active duty assignments and performance, Naval Reserve participation and assignability so that those selected will be in a position to compete on a career basis with their contemporaries.

f. Change of designator. The appropriate assignment officer is responsible for the submission of changes of designator to XXX7 upon acceptance by the applicant of TAR designation.

(1) For USN officers (XXX0), an officer Appointment Acceptance and Oath of Office (A&O) will be effected upon acceptance to the TAR program. Assignment officer will submit changes of designator to XXX7 upon receipt of signed copy of A&O. For promotion and fitness report purposes, member is officially a TAR from the date of acceptance of reserve commission (i.e., signed reserve A&O).

(2) For active duty list USNR officers (XXX5), the assignment officer will change designator to XXX7 upon receipt of acceptance to the TAR program. The date of the letter or message stating member accepts TAR designation is the effective date for promotion and fitness report purposes.

(3) For USNR officers (XXX5) not on the active duty list, including OSAM, Selected Reserve, Canvasser Recruiter and Active Duty for Special Work officers, designator is changed to XXX7 upon execution of recall orders. Effective date for promotion and fitness report purposes is the date member reports for recall.

g. Active Duty Obligation. As the needs of the Navy require and except as provided for in section 2.13, the following obligations are incurred which must be satisfied prior to resignation of reserve commission or release from active duty.

(1) Officers recalled to active duty as a TAR incur an obligation to serve for a minimum of three years in a reserve program billet or other billet approved by the cognizant TAR assignment officer effective upon execution of recall orders.

(2) Officers transferred to TAR from the active duty list incur an obligation to serve for a minimum for two years as a TAR officer in the reserve program billet or other billet approved by the cognizant TAR assignment officer.

2. Initial Assignment Policy

a. The initial assignment policy for both TAR aviation and surface warfare qualified officers is:

(1) If, upon acceptance of the warfare qualified TAR designator (i.e., 1117, 1317, 1327), the officer is operationally current in his/her present grade, assignment may be to Reserve Program Billets (RPBs) (e.g., Reserve Centers, Reserve Force Squadrons, REDCOM staffs). Initial assignment of TAR aviators who are operationally current in their present grades will be primarily within Reserve Force Squadrons.

(2) If the officer is not operationally current in his/her present grade, initial assignment will be to an operational tour in units (e.g., ships, squadrons, fleet staffs).

b. TAR officers not warfare qualified but possessing designated subspecialties or significant experience in critical areas of management will be assigned to either Reserve or USN billets to best use their expertise. Efforts will be made to develop officers' careers in Reserve management by alternating assignment in RPBs and USN billets in areas of specific expertise. Special Duty Officers (Fleet Support) officers assigned to USN shore billets must meet all billet requirements, including commanding officer or executive officer screening.

3. Commands receiving officer accessions and detaching officer personnel from permanent assignments are responsible for ensuring that all personnel executing PCS orders prepare travel information required by BUPERSINST 7040.7 and submit the completed travel information to:

Director,
Navy Family Allowance Activity (PCSVAD)
Anthony J. Celebrezze Federal Bldg.
Cleveland, Ohio 44199-2088

Pay and allowances and cost of travel are chargeable to the Reserve Personnel, Navy Appropriation. Per diem payments in support of TEMDUINS are properly

chargeable to the Operations and Maintenance, Navy Appropriation. Preparation of fiscal accounting data will be in accordance with BUPERSINST 7040.7.

4. Auto-screening Policy for USNR Aviators

a. An auto-screen procedure has been established to offer a Navy career option to qualified reserve Active Duty List (ADL) aviators who would otherwise leave active duty. The procedure is designed to screen these officers in time for them to consider the TAR option before they have made a final decision to leave active Naval service.

b. An administrative board will be utilized. The board will meet as frequently as is necessary, but as a minimum, at least once a year. The board will review records of eligible 1315/1325 ADL officers in accordance within the following policy guidelines:

(1) PERS-4417 will be the board sponsor. Board membership will be determined by PERS-4417 and approved by PERS-4.

(2) PERS-43 will assist PERS-4417 as necessary in conducting the board.

(3) The annual "zone of consideration" will be all 1315/1325 ADL officers reaching Minimum Service Requirement (MSR) the following calendar year.

(4) The board will screen officers in zone for suitability for transfer to TAR status based on the qualifications of the individual and the needs of the TAR community.

(5) Based on end strength requirements provided by N-13, selectees will be tendered an invitation to transfer to the TAR program.

(6) Selectees should be notified of their "TAR Option" early enough for it to be a consideration in their career planning process; however, the effective date of the transfer will not be earlier than 12 months before the selectee's MSR.

(7) CNPC is the final approval authority for board results.

5.23 SURFACE WARFARE OFFICER (SWO) DEPARTMENT HEAD AND DIVISION OFFICER ASSIGNMENTS TO AFLOAT BILLETS

Assignment of SWO department heads and division officers to afloat billets will be in accordance with Figures 5-5 and 5-6, respectively. Exceptions to these sequencing plans will be approved by NPC (PERS-41).

1. Department Head Afloat Tours. Assignment of single, first and second tour department heads will be as prescribed in Figure 5-5. Exceptions to these sequencing plans will be approved by NPC (PERS-41).

2. Division Officer Afloat Tours. Typically, officers will be assigned to a 24 month initial division officer tour followed by an 18 month second division officer tour. Exceptions will be considered for special circumstances such as precommissioning units and commands that decommission. Assignment of division officers to second tour billets will be in accordance with Figure 5-6. Specific billets to be filled by second tour officers will be based upon an individual command's Long Range Training and Relief Plan

(LORTARP) and the career progression needs of each individual officer.

5.24 ASSIGNMENT OF NUCLEAR QUALIFIED SWOS TO CONVENTIONALLY POWERED SHIPS

1. The Navy Nuclear Power Program requires the highest quality of officers. With the increasing requirement for nuclear trained surface warfare officers aboard aircraft carriers, the continued accession, retention and development of these officers in surface warfare dictate that they have every opportunity for service in the best surface combatants available. Since they spend nearly all of their subspecialty tours in engineering billets, surface nuclear officers will be assigned to non-engineering billets on AEGIS ships or other conventionally powered combatants on a priority basis.

2. The following policies are effective for assigning SWOs with nuclear training:

a. Junior officer assignment:

(1) Officers ordered to conventionally powered ships will be assigned for 18-24 months in available non-engineering billets. Surface nuclear officers assigned to conventionally powered ships will also serve a nominal 24 month tour in a nuclear powered ship.

(2) Officers assigned to a single junior officer tour will serve a nominal 36 month tour in a nuclear powered ship.

b. Department head assignment:

(1) Surface nuclear officers will normally be assigned to conventionally powered ships as Operations or Combat Systems Officers prior to a two year second department head tour in a nuclear powered ship.

(2) Tour lengths for surface nuclear officers are 24 months when assigned to AEGIS ships and 18 months when assigned to non-AEGIS ships. The total tour length for surface nuclear officers is limited by the requirement to reestablish nuclear proficiency at specified intervals.

c. CO and XO assignment.

(1) Surface nuclear officers will be assigned to CO and XO billets as supported by their records.

(2) When an officer is assigned to a conventional XO tour and has not served in a nuclear shore duty before the XO tour or is not identified in orders to serve in nuclear shore duty after the XO tour he or she must re-establish nuclear proficiency by attending a minimum of one month en route training at the type commander Nuclear Power Mobile Training Team (NPMTT) at the Lant NPMTT in Norfolk (SNPMTT NORVA, UIC: 43701) or the Pac NPMTT in Bremerton (FASOTRAGRUP, UIC: 48060).

d. Assignment of all surface nuclear officers must be approved by PERS-42.

5.25 CONVERTED TO MILPERSMAN 1300-1000

5.26 CONVERTED TO MILPERSMAN 1300-1000

5.27 CONVERTED TO MILPERSMAN 1300-1100

5.28 DELETED

5.29 MINORITY OFFICER ASSIGNMENTS

Minority officers will be detailed within the standard warfare development pattern applicable to their particular communities and as dictated by their performance. A minority officer is defined as an officer not having a Race Code of X or Z, or a Race/Ethnic Group code of CX, CY or CZ in the officer master file. The responsibility to ensure equality of opportunity and treatment for all Navy personnel within the assignment and distribution system is emphasized. In order to maintain the spirit of the Navy's Equal Opportunity Program, it is necessary to ensure that instances of discrimination do not occur within the assignment and distribution system.

1. In instances where assignment personnel have access to information or knowledge indicating that an individual, regardless of rank, belongs to a minority group or is a woman, the assignment will be fully considered and evaluated for possible bias or subtle discrimination. In every case, career development and growth opportunity will be considered to ensure the full range of opportunities to minority officers.

2. Career diversions outside normal career development patterns will be made only to meet essential needs of the Navy. Particular care will be taken to ensure that future detailers and selection board personnel recognize the importance of such career path deviations. Minority officers so assigned must be judged not by the billet to which assigned, but on their performance in the billets. Figure 1-2 contains the sample memorandum which will be placed in the officer's microfiche record by the cognizant assignment officer when a minority officer is assigned to a minority/equal opportunity billet outside the normal career development progression or is assigned to a second minority/equal opportunity billet. Division directors will prepare those letters of explanation and forward them to PERS-45 for consolidation and forwarding to PERS-4.

a. Minority officers are to be assigned commensurate with the respective career paths they have elected, so that a comparable number are fully competitive with their contemporaries all the way to flag rank. Assignments of minorities to Minority Coded Billets (MCBs) should normally be limited to one per career, unless the officer volunteers for additional assignments. In those cases where the needs of the Navy dictate a non-voluntary second minority coded assignment, approval will be requested from NPC (PERS-4).

b. Accordingly, to ensure equitable minority assignments, assistant division directors in PERS-41, 42, 43 and branch heads in PERS-44 will review and approve assignments of all minority officers who are identified as such in blocks 95 and 96 of the Officer Data Card (ODC).

3. NPC division directors will routinely seek eligible minority officers when filling assignment and placement officer billets within PERS-40, 41, 42, 43 and 44. Equality of opportunity requires every segment of the officer corps to be represented equitably in the assignment and placement process.

5.30 PRISONER OF WAR (POW) REASSIGNMENTS

Repatriated Prisoners of War (POWs) are, as a general rule, initially assigned to the duty of their choice provided they can perform a useful service in that area. Primary emphasis is on the individual's preference of duty assignment. Repatriated POWs are not reassigned to units which would expose them to

recapture in the same area by the same country, or by nations sympathetic to that country, prior to cessation of hostilities with the capturing country.

1. Assignment officers will monitor returnee assignments very closely and provide the necessary counseling for an early return to the established sea/shore career pattern.

2. Returnees who are not physically qualified or do not desire to return to a previous operational status should be counseled to whatever extent necessary to make them qualified and competitive for subspecialty career, if practical.

3. The following phrase will be added to the PRSN screen of each repatriated POW's OAIS file:

"Ref: Geneva Convention Art 117 Not to be assigned to combat or combat support billet without clearance."

5.31 REASSIGNMENT OF OFFICERS DETACHED FOR CAUSE

Detachment of an officer for cause is the administrative removal of an officer from his/her current assignment by reason of misconduct, unsatisfactory performance of duty or marginal performance of duty. All requests for detachment for cause of an officer will be submitted to NPC (PERS-83) in accordance with MILPERSMAN 1611-020. Requests received directly by an assignment/placement officer will be referred to PERS-83 who has primary cognizance in these matters.

1. Under no circumstances will assignment/placement officers act on an unofficial request for detachment for cause, such as by advancing tour dates or ordering a relief.

2. When assignment officers receive unofficial requests for detachment of an officer for cause, they will advise the requestor of the provisions of MILPERSMAN 1611-020 and inform the officer that unofficial requests cannot be considered.

3. Upon completion of detachment for cause command requirements as set forth in MILPERSMAN 1611-020, an officer (other than an officer in command or an OIC) may be assigned TAD (vice via NPC orders) in accordance with the following guidelines:

a. A shipboard/squadron officer not in command may be assigned in a TAD status to the staff of a senior in the administrative chain of command.

b. A shore/staff officer not in command will normally remain in the billet without relief, pending final disposition of the detachment for cause request. An exception to this policy may be made in those cases where an officer's repeated conduct while assigned to a relatively independent billet or isolated area reflects adversely upon the Navy.

4. PCS orders will be issued by NPC only upon final resolution of the detachment for cause request. Requests for PCS orders in advance of final resolution will be submitted to PERS-4 via PERS-83 and the cognizant division director.

5. Personnel who have completed processing for detachment for cause will be reassigned within the same geographic area. If special circumstances dictate the reassignment of an officer to another geographic area, they will

be addressed on a case basis and approved by PERS-4.

6. Officer in Command/Officer in Charge. Upon receipt of a letter or message requesting the detachment for cause of a commanding officer, NPC (PERS-4) will consult with the appropriate TYCOM to determine the timing of providing a permanent relief, need for an interim relief, and other matters incident to the request. Based upon this liaison, a relief will be identified and ordered. In addition, the officer relieved will be issued TEMDUFURASPERS orders to the staff of a senior in the administrative chain of command to await resolution of the matter. Final PCS orders will not normally be issued until the matter is resolved by NPC.

a. If an officer OTHER than the officer normally eligible to succeed to the appropriate command (i.e., the executive officer) is to assume command, NPC will issue orders to that individual to satisfy the legal aspects of command.

b. Policies governing prospective commanding officers under investigation are outlined in MILPERSMAN 1611-020.

5.32 ASSIGNMENT OF OFFICERS WHO FAIL OF SELECTION

1. Utilization of Officers Who Fail of Selection. Non-selection alone cannot and will not be considered a reason for disqualification for billets which require ingenuity, ability and experience (For retainability requirements for 1XFOS officers, see chapter 3, article 3.5, paragraph 4). Failure to effectively utilize the talents of these officers will adversely affect the Naval service and erode the ability to carry out assigned missions. Specifically, fail of selection (FOS) officers:

a. With permanent hardships should be advised to evaluate their active duty status. Members whose request for transfer at government expense cannot be approved may request an assignment on permissive orders. Such requests, with substantiating documents, should indicate expected period of hardship, whether the transfer will alleviate the hardship, whether the duty station is within commuting distance of the place where the hardship exists, and that the member agrees to bear all expenses involved.

b. Will continue to be eligible for assignment to all Navy ships, aviation squadrons, shore activities, overseas billets, afloat staffs and shore staffs, in accordance with the triad of detailing. They will be continued in present assignments while serving satisfactorily. Reassignments prior to normal PRD should be considered only when necessary to align seniority within a sea command.

c. Will be continued to ships or aviation squadrons when non-selection occurs while undergoing en route training except in the case of prospective commanding officers, executive officers and department heads where individual suitability for continuation to the ultimate duty station will be reviewed by the cognizant distribution division, based upon the merits of each case. Similar review will be conducted for all officers formally screened for commanding officer/executive officer/department head who subsequently FOS. In those cases where it is recommended the affected officer should not continue to a commanding officer/executive officer/department head assignment, the determination will be approved by a flag officer within NPC.

d. Will be considered for continuation on a case basis utilizing a Continuation Board Sheet furnished by PERS-440 for those officers who FOS for promotion while attending graduate or undergraduate education programs.

Assignment officers will notify the Graduate Education Placement Officer (PERS-440B) for any officer who has failed of selection. Consideration for continuation will include an evaluation of potential, future utilization in terms of service years remaining prior to statutory loss date and whether continuation would prevent another input to the education program.

e. Will be withdrawn from education programs for those officers who FOS for promotion after selection for any education program but prior to transfer to a college or university. In the case of the College Degree Program (CDP), Advanced Education Program (AEP), Law Education Program and the Scholarship/Fellowship Program, a letter will be forwarded by the assignment officer to the individual, with a copy to the Chief of Naval Education and Training (CNET), informing the person of withdrawal and reasons therein (i.e., participation in the program is based on growth potential and officers in a non-selection status are considered ineligible for participation). The officer will also be informed that if subsequently selected for promotion, he/she will then be considered eligible for participation and may reapply for the program desired.

2. Restrictions on Assignment of FOS Officers

a. Assignment policies established by offices of the CNO prevent the assignment of officers who fail of selection to promotion to certain groups of billets. Those billets are commanding officer, executive officer, and department head (if en route to one of these billets, provisions of article 5.36.1.c. apply), NROTC units, CRUITCOM billets, JCS/OSD billets, or any education program.

b. These officers do not meet retainability requirements and should not be issued cost orders. This requirement may be waived under extraordinary circumstances by PERS-4 where continuance of a one-time FOS officer, such as, in an overseas billet, is detrimental to the Navy and to the individual. Considerations include: need for career enhancing billet to improve promotion opportunity, need to transition to the civilian sector and the individual's suitability for continued overseas duty.

c. Cannot be ascertained due to promotion/continuation status, will not be reassigned until this question can be resolved. The assignment officer will consult PERS-82 to determine the length of remaining active service or future board actions which could impact sufficient active service remaining to complete a full tour as prescribed in Chapter 3 of this manual. If an officer's continued service is dependent on a future promotion/continuation board, he/she will be extended in the billet until his/her future service can be accurately determined based on the results of that board.

3. Policy/Procedures for Counseling of Officers Who FOS

a. The statutory procedures for promotion selection constitute a competitive system which requires the selection of the best qualified from a group of generally outstanding officers. In addition, each officer recommended for promotion by one of the selection boards must be fully qualified for promotion; that is, that officer's qualifications and performance of duty must clearly demonstrate the officer would be capable of performing the duties normally associated with the next higher permanent grade. Any selection board thus makes a relative judgment about an individual from among a group of highly capable officers. Because of numerical constraints, this results in a certain number of individuals failing selection one or more times. Proper and timely counseling of these officers is required when requested by the officer. It is the individuals responsibility to

initiate contact with his/her detailer for counseling and discussion of career path options. To this end the following policies apply:

(1) Assignment officers, thoroughly knowledgeable with the Navy's promotion system, senior in grade to and, where practicable, of the same designator as the officer requesting the counseling, will serve as the point of contact in response to requests for counseling. They will provide specific counseling and an overall appraisal of an officer's general competitiveness. In the case where the assignment officer is not senior to the constituent, the counseling will be provided by the cognizant division director or another officer appointed by the division director who has the same designator as the officer requesting counseling, where practicable. An officer who sat as a member or recorder of a selection board may not counsel an individual who failed selection by that board.

(2) The counseling process should provide basic rationale to FOS officers centering on the fact that the selection process is a competitive system and that an individual's failure of selection is in relation to his/her contemporaries, as evaluated through the statements of previous reporting seniors. The entire record will be reviewed for performance, assignment history and timely qualification attainment. Additional rationale relating to normal career path deviations, as a result of a thorough record review, will also be provided whenever identified.

(3) The counseling officer will utilize the requesting officer's microfiche record and personal file to provide personal trend analysis.

b. will be followed:

(1) Each counselor will advise the member counseled at the outset that no one not actually on a selection board can state with certainty why one particular officer was not selected for promotion. The proceedings of selection boards are confidential and, as a matter of policy, records of the deliberations are not maintained.

(2) Each counselor will maintain a record of counseling provided constituents using a Fail of Select Counseling Record (see Figure 5-11), providing a synopsis of the specific nature of the counseling and any other relevant information imparted to the requesting officer. Wherever feasible, the counseling officer should obtain a written acknowledgment from the requesting officer that the prepared record accurately reflects the counseling provided.

(3) Should the possibility of the existence of an error in an officer's record be discovered, the process of requesting corrective action will be explained. This includes a discussion of the various avenues of recourse covering:

(a) Allegation that a regularly scheduled promotion board acted contrary to law (e.g., improperly constituted board). The officer will be advised that he/she may petition the Secretary of the Navy via CNPC or the Judge Advocate General (JAG) in accordance with SECNAVINST 1401.1 (series).

(b) Allegation that the officer was not considered due to administrative error. The officer will be advised to contact PERS-82 for an explanation of recourse procedures and the provisions for requesting a special promotion selection board as detailed in SECNAVINST 1401.1 (series).

(c) Allegation that the officer was not recommended for

promotion due to material error of fact, material administrative error, or that the board did not have material information before it for its consideration. The officer will be advised to contact PERS-82 for an explanation of recourse procedures and provisions for requesting a special promotion board as detailed in SECNAVINST 1401.1 (series).

(4) In the case of a perceived record error, a permanent change to the record may always be requested through the Board for Correction of Naval Records by use of DD Form 149 (Application for Correction of Military or Naval Record). Additional avenues of record correction include:

(a) The provisions for Amendment of Records contained in Title 5 United States Code 552a, the Privacy Act of 1974.

(b) Article 138, "Complaints of wrongs" of the Uniform Code of Military Justice.

4. Lieutenants Junior Grade Who Have Once FOS for Lieutenant

a. The FY-91 Authorization Act changed the eligibility criteria for severance pay by one year, requiring six years of continuous active service. Under the previous criteria, most officers separated as twice failed of selection for lieutenant were eligible for severance pay. With the new law, the majority of officers who twice failed of selection for lieutenant will not be eligible for any payment. Without severance pay as an incentive to remain on active duty, some lieutenants junior grade may be willing to voluntarily separate after their first FOS.

b. All officers who are once failed of selection for lieutenant will have their records screened by their respective assignment officers for an evaluation of potential for further useful service. Determinants such as failure to warfare qualify, loss of warfare qualification, performance clearly below standard, or non-punitive administrative censure are used to identify officers for separation. This screening process will take into consideration that some officers may once fail of selection due to special circumstances and not below average performance.

c. Following initial screening:

(1) A package containing each officer's ODC/OSR will be forwarded to the appropriate assignment branch head with a positive or negative recommendation concerning separation.

(2) The assignment branch head will provide a second screen to determine consistency with the detailer's recommendations of other once fail of selection officers prior to forwarding a recommendation to PERS-00B.

(3) PERS-00B will approve/disapprove the recommendation provided and return the package to the respective assignment officer for action.

d. If retention is approved, no further action is required.

e. If separation is approved, the assignment officer will take the following action:

(1) Personally contact each officer:

(a) Counsel the officer on his/her poor record and discuss the probability of a second FOS and non-eligibility for separation pay.

(b) Offer a waiver of minimum service requirement and/or time-on-station obligated service if the member submits a resignation request.

(2) Any officer who does not wish to resign will be handled as follows:

(a) Reserve officers who meet the criteria in article 10.7 of this manual will be processed for an involuntary release from active duty (IRAD).

(b) Any officer whose record indicates substandard performance of duty as defined in enclosure (3) of SECNAVINST 1920.6 (series) will be identified to PERS-8 for separation processing per article 10.9 of this manual.

f. Temporary authority to involuntarily discharge lieutenant junior grades who have once failed for selection to lieutenant.

(1) Regular Officers: In December 1992 the Secretary of the Navy approved the policy to discharge regular lieutenants junior grade who have failed to select for promotion to lieutenant. These officers will be processed for separation by PERS-83 to be effective not later than the first day of the seventh month after the President or his designate approves the report of the promotion board. This is a closed end policy which will expire in FY99 and reviewed annually for use based on the needs of the Navy.

(2) Reserve Officers: To provide equality between reserve and regular officers, the same policy as above will be applied to reserve officers. Reserve officers will be processed for Involuntary Release from Active Duty (IRAD) by their detailer to be effective the first day of the seventh month after the President or his designate approves the report of the promotion board.

5.33 ASSIGNMENT OF OFFICERS WITHOUT SECURITY CLEARANCES

Officers who have had their clearance eligibility revoked or denied, or clearance revocation/denial actions are pending against, will not be transferred without approval of PERS-831. If clearance eligibility revocation/denial is upheld after all appeals, the officer may be processed for separation from the service by PERS-834.

5.34 ASSIGNMENT OF PERSONNEL EXCHANGE PROGRAM (PEP) FOREIGN NATIONALS TO NUCLEAR POWERED SHIPS OR SUBMARINES

Foreign nationals will not be assigned to nuclear powered surface ships or submarines. SECNAVINST 5510.30A prohibits the disclosure of Naval Nuclear Propulsion Information (NNPI) to foreign nationals or immigrant aliens. Current manning policy requires that only U.S. citizens be assigned to nuclear powered submarine crews and surface ship precommissioning units.

5.35 ASSIGNMENT OF OFFICERS NOT IN COMPLIANCE WITH PHYSICAL READINESS STANDARDS

OPNAVINST 6110.1F describes the administrative action to be taken for members who are in non-compliance with physical readiness standards. Failure of physical fitness assessment's (PFA's) will not limit assignments except when a member cannot obligate for the minimum sufficient obligated service to complete the proposed assignment. Officers who are out of body fat standards

may PCS transfer. However, assignment to some designated duties (e.g., instructor, recruiter, etc.) will continue to be restricted to members who are within standards at time of transfer.

5.36 ASSIGNMENT OF OFFICERS REQUIRING HOSPITALIZATION

1. TAD Under Treatment Orders. When an officer requires hospitalization, the command to which he/she is attached will prepare TAD orders utilizing NAVPERS 1320/16 (see Chapter 2 for preparation of TAD order form). TAD under treatment orders will permit only one round trip and must cite appropriate TAD accounting data. In cases where the line of accounting data must be requested from an administrative commander and is not available at the time of transfer to the medical facility, TAD orders may be issued containing a statement that the accounting data will be forwarded by order modification as soon as possible.

a. Members will not be transferred to medical facilities under "no cost" orders except when members are transferred to a medical facility within the vicinity of their permanent duty stations (as defined in JFTR, Volume 1, Appendix A) and government transportation to and from the medical facility is provided. TAD orders may be prepared without accounting data as long as the following mandatory statement appears in the orders:

"THIS ORDER IS ISSUED WITHOUT ACCOUNTING DATA SINCE IT APPEARS THAT IT CAN BE EXECUTED WITHOUT COST. IF COSTS OCCUR, ADVISE YOUR CO."

b. All TAD orders will contain the following statement:

"UPON DISCHARGE FROM TREATMENT IF FOUND FIT FOR FULL DUTY (IF ON SEA DUTY), FULL DUTY OR LIMITED DUTY (IF ON SHORE DUTY), AND UNLESS OTHERWISE INDICATED BY THE CO OF THE MEDICAL FACILITY OR DIRECTED BY THE CHIEF OF NAVAL PERSONNEL, YOU WILL RETURN TO THIS COMMAND AND RESUME YOUR REGULAR DUTIES."

c. Officers injured during performance of hazardous duty and diving duty will be ordered to hospitals for treatment on TAD orders and will not be detached from duty while hospitalized until either the end of 3 months or treatment is completed, whichever occurs first.

d. TAD Orders for Physical Examination. PERS-821 will authorize the parent command to issue TAD orders for physical examination, evaluation/reevaluation or treatment for officers attached to any command when recommended by BUMED (MEDCOM 33) or (PERS-43) for physical examination, for aviation officers to report to NAVAEROSPMEDINST, Pensacola, Florida for examination by a special board of Flight Surgeons.

e. TAD Orders for Alcohol Rehabilitation Completion. Officers ordered to Navy Alcohol Rehabilitation Centers (NAVALREHCENS) or Alcohol Rehabilitation Departments (ARDs) will be in a TAD Under Treatment order status for alcohol rehabilitation. A member will usually return to his/her present command upon successful completion of rehabilitation treatment. In those rare cases where the parent command is unable to provide adequate aftercare support, the command will request the member's assignment officer reassign the member. If additional problems are discovered during treatment, the treatment facility may, after notifying the parent command, change a member's status from TAD Under Treatment to TEMDU and recommend to NPC (PERS-4) discharge or reassignment. Exceptions to this policy must be approved by assignment division directors and should be authorized only after consultation with PERS-603.

2. Officers transferred to a hospital or medical facility for treatment will not be detached from their Permanent Duty Stations (PDS) except under orders from NPC. PERS-821 will determine whether an incapacitated officer (inpatient status or merely subsisting out of the hospital on convalescent leave) is issued TEMDU orders. The individual's assignment officer may issue TEMDU orders, in those instances where an officer is awaiting a medical board or physical evaluation board action and is discharged from an inpatient status or further TAD in the area. Request for CONTREAT (TEMDU) orders will be routed by the Naval Hospital/Medical Treatment Facility (MTF) via the officer's parent command to NPC.

a. Household Goods and Accounting Data. TEMDU under treatment orders include accounting data and allow for household goods to be moved and/or stored. These orders allow the command to request a relief due to the officer's pending medical status.

b. Transportation to Veterans Administration (VA) Medical Center. When the commanding officer of a medical facility determines that an officer requires transfer to a VA treatment facility for further treatment, the request for CONTREAT orders to effect such transfer must be submitted to PERS-821 (see NAVMEDCOMINST 6320.12). Patients with spinal cord injuries may be transferred immediately.

c. Transfers of Patients from a Naval Hospital to Another Armed Forces Hospital for Personal Reasons. The Manual of the Medical Department, Article 1-15 promulgates Department of Defense (DoD) Directive 6015.5 (series) which directs the maximum use of all hospitals of the armed forces by all services. Article 11-50(3) authorizes the transfer of Naval patients from one armed forces medical facility to another at no cost to the government when (1) the patient requests such transfer for personal reasons; (2) the period of hospitalization is of sufficient length to justify the transfer; (3) the CO of the hospitalizing medical facility favorably endorses the patient's request; and (4) the requested medical facility can provide the required care and disposition. Members desiring a transfer will submit a request for CONTREAT orders via the CO of the hospitalizing medical facility and COMNAVMEDCOM to NPC (PERS-821). Members requesting that CHNAVPERS issues authorization for such transfer should understand there will be no reimbursement in connection with the transfer. All authorizations will contain the following statement:

"THIS TRAVEL AUTHORIZATION IS ISSUED WITH THE UNDERSTANDING THAT YOU WILL NOT BE ENTITLED TO REIMBURSEMENT FOR ANY TRAVEL, TRANSPORTATION, PER DIEM OR MISCELLANEOUS EXPENSES IN CONNECTION WITH ITS EXECUTION. IF YOU DO NOT DESIRE TO BEAR THESE EXPENSES PERSONALLY, YOU MAY CHOOSE NOT TO EXECUTE THIS TRAVEL AUTHORIZATION AND IT WILL BE CONSIDERED CANCELLED."

Normally, authorization requests will not be considered from patients under evaluation by a medical board until final action has been taken by the board.

3. Hospitalization Reports. See MILPERSMAN 1301-010 and SECNAVINST 1850.4 (series) for cases involving hospitalization of officers.

4. Medical Evacuations (MEDEVACS)

a. All patients evacuated from overseas are evacuated to CONUS hospitals designated by Armed Services Medical Regulations Office (ASMRO), Scott AFB, Belleville, Illinois, in accordance with the ASMRO evacuation plan for the overseas area concerned.

b. Since many specialized medical services are concentrated in designated hospitals for economy of operation, it is necessary to transfer patients within CONUS when specialized treatment is required. Major commanders of geographical areas may effect such transfer within their commands by notifying ASMRO. In all other cases, after approval of NAVMEDCOM in the case of Naval personnel, the hospital designation is requested of and determined by ASMRO. Normally, ASMRO will designate the nearest armed services medical facility when the patient is expected to return to duty, or the armed services medical facility nearest the patient's home when the patient is not expected to return to duty. It should be noted that such transfers are initiated and effected entirely by medical authorities, without reference to NPC.

5.37 REASSIGNMENT OF DISABLED OFFICERS

1. Officers who are amputees, have unilateral blindness or suffer other disabling injuries may be considered for continuation of active duty even though unfit because of physical disability. They can still serve with appropriate assignment limitations. The phrase "serve with appropriate assignment limitations" means an assignment limitation based on the specific impairment involved (i.e., member may be assigned to any duty, except flying, which they are physically capable of performing). The following guidelines are used in evaluating disabled personnel who may desire to remain on active duty.

a. Amputees. A member who has suffered a loss of any extremity and cannot be fitted with a functional prosthetic device shall not be considered for retention. A member who has suffered the loss of an extremity and been fitted with a functional prosthetic device may be considered for retention on active duty not involving flying.

b. Unilateral Blindness. A member shall not be considered for retention when they have lost the use of a previously healthy eye by reason of trauma and there are other residual eye disabilities requiring frequent medical care or hospitalization. In those cases where there are no other residual eye disabilities, the member may be considered for retention on active duty not involving flying.

c. Other Disabling Injuries. Personnel unfit because of physical disability involving disabling injuries to other organs and parts of the body, can still serve with appropriate assignment limitations. The same criteria for retention on active duty are applied as in paragraph 5.43.1. above.

2. Members will not be continued on active duty solely to increase benefits, nor will they be continued unless their employment is justified as being of value to the service. A member continued under this policy will be reevaluated periodically to assure that further continuance or separation is uniform with the best interest of the government and the member. Unless the disqualifying condition has progressed to the point where the member becomes unable to serve with appropriate assignment limitations, the member will remain liable to complete any service obligation incurred.

3. NPC will consider each case on an individual basis and the final decision will be based upon the circumstances and the needs of the service. No specific years of service will be required to qualify and members will not be excluded from consideration for continuation solely because they are young and/or inexperienced. Requests will be processed by assignment officers, and members who are considered qualified under this policy will be recommended for

retention to the Secretary of the Navy (SECNAV).

5.38 ASSIGNMENT OF OFFICERS ON LIMITED DUTY (LIMDU) (MILPERSMAN 1320-160 refers)

The assignment of officers classified as fit for limited duty is based on the recommendations of a medical board convened in accordance with the Manual of the Medical Department. Officers in this category are normally assigned to duty ashore by NPC and these assignments are made in close proximity to a Navy medical facility where an officer is to receive follow-up care and reevaluation. These officers are disqualified for assignment to duty afloat or duty involving flying. Other specific duty assignment limitations/restrictions will be indicated in the approved board.

1. Medical Boards. Medical boards normally recommend LIMDU status for a definite period of time and require reexamination at a later date (usually within 6 months). When approved, officers will be assigned to duty compatible with the physical limitations dictated in the medical board. All medical boards recommending LIMDU for officers will be forwarded to NPC (PERS-821) for final approval of LIMDU.

2. Upon official notification (PERS-821) LIMDU authorization (message or letter), the member's assignment officer will issue the appropriate order as follows:

a. Member will remain at current shore duty station. No PCS orders required. Upon receipt of the LIMDU authorization message/letter by the servicing PSA/PSD, the appropriate SDS/DMRS action will be performed to change the officers ACC from 100 to 105. By the same message/ letter, the officer's placement officer/detailer will adjust the member's PRD out six months or more, if so specified in the recommendation for assignment to LIMDU, from the month the authorization message/letter is issued.

b. Member will be detached from current duty station. PCS orders will be issued by the assignment officer detaching the member from present duty station (ACC: 100 in most cases) and direct him/her to report to a new duty station ashore in a LIMDU status (ACC: 105). The member may be assigned against a valid billet, if available. Otherwise, assignment will be made to a 99990 BSC. Normal OAS2 PCS order writing procedures may be followed. The member's PRD will be the EDA plus six months or more, if so specified in the recommendation for assignment to LIMDU.

3. When an officer is assigned to a LIMDU status, the servicing PSD/personnel office of the member will establish a tracking system for the officer. Tracking systems and status update reports required from PSDs/Personnel Offices are the same for officer and enlisted personnel, and are described in detail in Chapter 27 of NAVPERS 15909F, the Enlisted Transfer Manual.

4. LIMDU Reevaluation. At the end of the specified period of LIMDU, the officer will be reevaluated as specified by the Manual of the Medical Department. Each component of the LIMDU reevaluation system (the officer, the officer's command/cognizant PSD and the cognizant medical facility) should assist in ensuring that the medical reevaluation is promptly completed and that the required reports are quickly processed.

a. When the local medical board recommends the officer not be retained on active duty, the case is reviewed by NPC and referred for consideration by the Physical Evaluation Board (PEB). The PEB will determine

the officer's fitness for duty. The officer will be notified and directed to state in writing whether he/she desires retention on active duty in less than a full duty status. In some cases, an officer may be permanently unfit for full duty in the Unrestricted Line (URL), but fit for full duty in the Restricted Line (RL) or Staff Corps.

b. When an officer is reevaluated and either restored to full duty or separated, an Officer Availability Report is submitted by the servicing PSD/personnel office to make an officer available for reassignment or separation in accordance with MILPERSMAN 1301-010. Appropriate orders will again be issued by the officer's assignment officer (reassignment) or PERS-8 (separation).

c. If the officer is recommended for additional periods of Limited Duty, the case is forwarded to PERS-821 for departmental review. Upon officer notification, the member's PRD will be adjusted by the member's Detailer and/or Assignments Officer.

5. When officers retained on active duty in less than a full duty status become unable to perform their duties properly because of physical disability, they will be referred to a Naval hospital in CONUS for evaluation, treatment if indicated, and appropriate disposition. An officer will not be separated without processing by the PEB unless he/she recovers from the disability which resulted in the LIMDU status.

6. An officer considered by PEB to be permanently unfit for full duty may apply for L4/L5 retention on active duty in accordance with SECNAVINST 1850.4C Series. Officers retained in a permanent LIMDU status will be placed in a LIMDU status in ACC 105 and their PRDs will be established to coincide with the reevaluation date (three months prior to Estimated Loss Date (ELD)). PERS-821 will establish ELD upon approval of L-5 status. A LIMDU designator will not be assigned. The officer will remain in a LIMDU status until restored to full duty or separated for active duty.

5.39 ASSIGNMENT OF PERSONNEL WITH HUMAN IMMUNODEFICIENCY VIRUS (HIV)

1. HIV positive personnel are prevented from permanent assignment overseas or assignment to deployable units. In accordance with SECNAVINST 5300.30 (series), the Navy retains only those HIV positive personnel who have been determined by competent medical authorities as "fit for duty." Individuals who are considered "unfit" for duty will be processed through the Disability Evaluation System (DES) under SECNAVINST 1850.4 (series). Assignment procedures for HIV positive personnel are governed by SECNAVINST 5300.30 (series). The procedures outlined herein ensure HIV positive personnel fill valid billets to the maximum extent feasible, as well as protect the individual's confidentiality. HIV positive personnel may elect voluntary separation under the guidelines outlined in SECNAVINST 5300.30 (series).

2. The confidentiality of personnel who test positive for HIV is absolutely essential. All correspondence regarding HIV positive personnel which contains names and/or social security numbers, will be hand carried through the chop chain and marked "SENSITIVE - FOR OFFICIAL USE ONLY." Discussions regarding HIV positive personnel will be limited to the HIV positive member and personnel within NPC that have identified a "need to know" in order to perform their duty (e.g., N-1300 personnel, PERS-4 personnel). Strict compliance with the provisions of the Privacy Act is required in accordance with SECNAVINST 5211.5 (series).

3. Assignment Guidelines

a. HIV positive members who are found "fit for duty" should be assigned to large CONUS shore facilities within 300 miles (or one day's travel) of one of the following Navy Medical Treatment Facilities:

NNMC Bethesda	NAVHOSP Portsmouth	NAVHOSP San Diego
NAVHOSP Long Beach	NAVHOSP Camp Pendleton	NAVHOSP Bremerton
NAVHOSP Jacksonville	NAVHOSP Orlando	NAVHOSP Great Lakes
NAVHOSP Camp Lejuene	NAVHOSP Charleston	NAVHOSP Corpus Christi
NAVHOSP Millington	NAVHOSP Newport	NAVHOSP Beaufort
NAVHOSP Oakland	NAVHOSP Pensacola	NAVHOSP Groton
NAVCLINIC Philadelphia		

b. Blanket restrictions cannot be imposed on HIV positive personnel. Any duty restrictions must be made on a case basis. Proposed policy restrictions as a group must be coordinated with N-13 and in accordance with SECNAVINST 5300.30 (series), and provided to SECNAV 30 days prior to implementation. HIV positive personnel shall not be assigned to the following UICs due to possible worldwide deployability: 44939, 46662, 52839 and all DMEDS units.

4. Procedures for Assignment of HIV Positive Personnel. Head, Compensation and Policy Coordination Division (N-1300) will coordinate policy and assignment for all HIV positive Navy personnel. HIV positive members may not be assigned or reassigned without N-1300 approval.

a. Based on fitness for duty information provided by BUMED (MED 3B412), N-1300 will hand carry to assignment officers a memorandum which will serve as the availability that the member is fit for duty and ready for assignment. Orders will be written in accordance with the procedures outlined in the memorandum. These memoranda will only be provided for personnel who have been diagnosed as HIV positive for the first time. In the case of personnel who have already been identified as HIV positive, issued orders and are now approaching PRD, the assignment officer is responsible for liaison with N-1300.

b. The assignment officer has three working days to make an assignment and write orders or make PRD adjustments, as appropriate. For initial assignments, assignment officers will notify N-1300 of an HIV positive assignment action by return endorsement of the availability memorandum. Assignments will take into consideration the billets authorized (BA) at the command. N-1300 maintains a comprehensive list of HIV positive personnel and will compare the BA with the number of HIV positive personnel already assigned to a command. N-1300 will disapprove an assignment if the number of HIV positive personnel assigned to a command exceeds 5% of the command's total BA. Assignment officers will consider reassignments if HIV positive personnel have been at a particular command in excess of 5 years due to the possibility of breaches of confidentiality. Questions regarding assignments should be referred to N-130D03C.

c. Officers will have their PRDs set in accordance with normal pipeline requirements.

d. Guidance on redesignation and retention or separation of HIV positive officers is contained in chapter 9 of this manual.

5. Administrative Support and Reporting Requirements

a. N-130D03C will establish and maintain off-line records to track HIV positive personnel assignments, provide routine status reports to higher authority, and respond to ad hoc inquiries regarding HIV policies. N-130D03C will notify commanding officers of assignment of HIV positive personnel via "Personal for" correspondence. Command inquiries regarding HIV positive personnel should be referred to N-1300 for coordination of response.

b. PERS-455D will provide query support from the Officer Master Record and associated systems, as needed, and provide N-130D03C with an OMR data extract of requested record fields. This data will be downloaded to floppy disk in System Delimited Format (SDF) during the last week of each month for HIV database verification and reports generation.

c. PERS-4 divisions will assist N-1300, as required, to fulfill the requirements of the HIV Program in compliance with established policy, as set forth by N-13.

5.40 CONVERTED TO MILPERSMAN 1300-500

5.41 CONVERTED TO MILPERSMAN 1300-700

5.42 ASSIGNMENT OF OFFICERS TO TRAINING INSTRUCTOR DUTY

Officers assigned to a training instructor billets (i.e. Boost, OCS, etc) must be sent to instructor training (COI A-5K-1310) en route to their assignment. Only Officers with high potential for promotion will be assigned to instructor billets.

5.43 NAVAL INSPECTOR GENERAL ASSIGNMENTS TO STAFFS OF MAJOR COMMANDS

1. Placement officers, for those commands listed in figure 5-12, will provide NAVINSGEN an Officer Data Card (ODC) for prospective nominees for IG positions. NAVINSGEN will then conduct a check of their investigative files and systems of records. NAVINSGEN has the authority to disapprove any prospective Command IG candidate regardless of the reason.

5.44 NAVY HEADQUARTERS/STAFF LEVEL EQUAL OPPORTUNITY BILLETS

1. The following billet assignments require completion of Department of Defense Equal Opportunity Management Institute (DEOMI) Training, Equal Opportunity Program Management (DD-1512-0003), "preferably enroute to their assignment, but no more than six months after reporting":

CNO STAFF: N00E, N1J, N13W1, N13WW1.

CNET: EQUAL OPPORTUNITY PROGRAM MANAGER

NPC: PERS-61, 612, 613, 00J1, 00J2, 00J3, 00W.

Contact PERS-61 for quota assignment at COMM: (901) 874-4285/4274 or DSN 882-4285/4274.